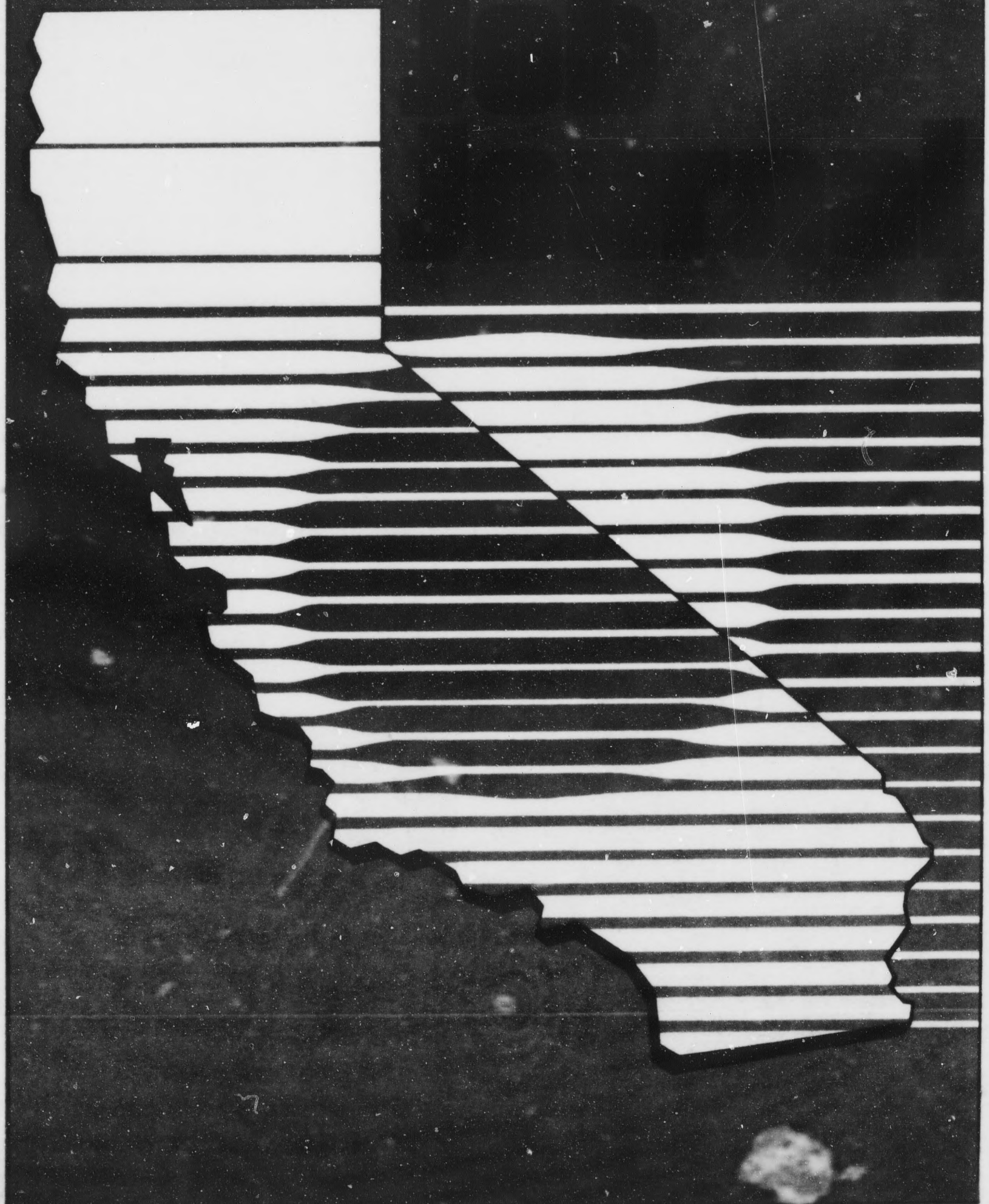


The Hornet

Administration  
Engineering  
Accounting  
Data Processing  
Health Care  
Education  
Real Estate  
General Office  
Finance  
Technical  
Legal  
Management  
Insurance  
Electronics  
Construction  
Science/Research  
Secretarial  
Industrial  
Mechanical  
Sales/Marketing  
Restaurant  
Professional

# California



## In This Issue:

### Constructive Criticism

How to disagree with the boss  
(and live to tell about it)

### In the Money

Tellers cash in on the  
growing financial industry

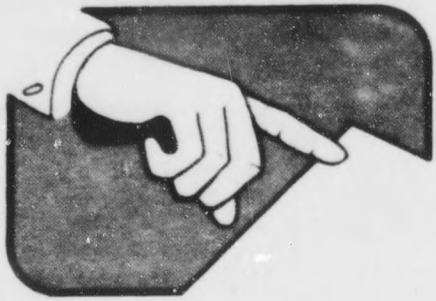
### Strictly Business

How to keep rumors from ruining  
your working relationships

E M P L O Y M E N T

OPPORTUNITIES IN THE GOLDEN STATE





## READER'S GUIDE

1. Title of position
2. Number of openings available
3. Employer
4. Location and/or mailing address \*
5. Telephone number
6. Contact person's name/title
7. Salary and benefits
8. Application procedure
9. Job duties/description, type of business, and hours/days
10. Experience/skills and education required
11. Company job number - refer to this number when applying

1. **PROGRAMMER ANALYST (3)**
2. Satellite Data Systems
3. Space Communications Division
4. 2785 Morrison Drive, Suite 100
5. Oak Valley, CA 98765-4321
6. 415/555-9900 x227
7. Attn: Terry Lyssack / Operations Manager
8. \$2850-3400/month DOE, plus medical/dental, life ins and pension plan after 1 yr. Send resume and 3 refs. Analyze & design program requirements; develop application/program specs; code, test, document, and implement software; and participate on development team for a leader in interstellar telecommunications systems. P's 7-3:30 Mon-Fri. Position also available in RIDGEMONT. Req MS or equiv in Computer Science, 3 yrs exp with high-level language design/coding and graphics communications, and 1 yr exp with HP 5000. Knowledge of astrophysics preferred. (#4417)
- 9.
- 10.
- 11.

\* If an asterisk appears before the city it indicates that the job location is different or available in more than one city. See body of ad for further information.

**HOW TO APPLY:** If you want to apply for an opening or obtain additional information, contact the employer directly as specified in the job listing. Send correspondence to the contact's attention or ask for that person if telephoning. If no telephone number is listed, the employer does not want phone calls!

**JOB CATEGORIES:** The decision on where to categorize an opening is made with more emphasis given to the experience/skills/education required than the job duties or position title. We try to be consistent, but some openings are very difficult to assign to a category. New readers should check several classifications to determine where specific types of employment will be found.

## Abbreviation Key

AA	affirmative action	ins	insurance
admin	administration	jr	junior
app	application	JTPA	Job Training Partnership Act
approx	approximately	LA	Los Angeles
appt	appointment	lic	license
asap	as soon as possible	M	minorities encouraged to apply
asst	assistant	mfg	manufacturing
avail	available	mgmt	management
avg	average	mgr	manager
a/p	accounts payable	min	minimum
a/r	accounts receivable	ofc	office
bfts	benefits	ops	operations
C	contact	PERS	Public Employee Retirement System
CDL	California driver's license	pref	preferred
cert	certificate	PT	part-time
comp	compensation	QC	quality control
CRT	computer terminal	RE	real estate
dept	department	ref	reference
dir	director	rep	representative
div	division	req	requires, requirements
DOE	depending on experience	RTJJ	Refer to Job Journal (tell employer where you saw ad)
DOQ	depending on qualifications	SF	San Francisco
DP	data processing	shth	shorthand
EEO	Equal Employment Opportunity	sr	senior
enr	engineer(ing)	sub	substitute
EOE	Equal Opportunity Employer	supv	supervisor
equiv	equivalent	svc	service
ESL	English as a second language	tech	technician, technology
exp	experience	temp	temporary
F	females encouraged to apply	univ	university
FT	full-time	V	veterans encouraged to apply
GED	Graduation Equivalency Diploma	W	women encouraged to apply
gen	general	wk	week
govt	government	WP	word processing
grad	graduate	wpm	words per minute
H	handicapped persons encouraged to apply	x	extension
HS	high school		

# Time is money. Our Journal can save you both.

At THE JOB JOURNAL, we know that one way to give you more for your money is to save you time. That's why we'll work with you to create a comprehensive & informative ad that will start screening candidates before they ever walk through your door. You'll get fewer applications, but more qualified applicants, and make a better hire in less time.

Another reason your recruiting budget goes farther in THE JOB JOURNAL is because you don't pay for your ad by the word or the line. And when your ad appears in CJJ, it's carried by twelve other Northern California newspapers. You get multi-market coverage without multiple advertising expenses.

*Spend a few minutes with one of our Employment Specialists and start saving time and money on your next hire.*

California  
**Job  
Journal.**

**Sacramento Office**  
**(916) 925-0800**

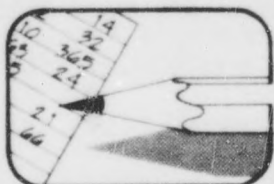
**Toll-free (in CA)**  
**(800) 782-HIRE**



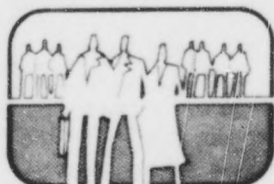
# C O N T E N T S



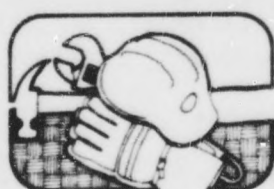
**Readers Guide**  
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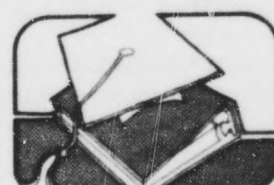
**Accounting/  
Financial Svcs**  
4



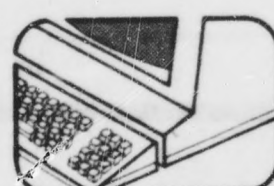
**Administration/  
Management**  
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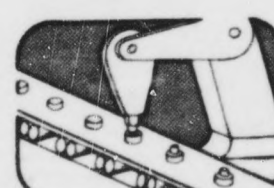
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Building Trades**  
5



**Education/  
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**Electronics/  
Data Processing**  
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**Industrial**  
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**Insurance/  
Real Estate**  
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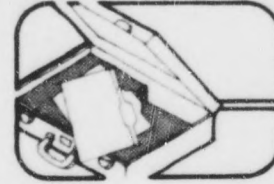
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**Mechanical/  
Service & Repair**  
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**Medicine/  
Health Care**  
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**Professional/  
Career**  
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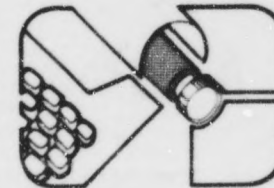
**Restaurant/  
Hospitality**  
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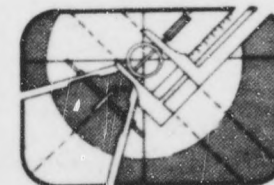
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**Science/  
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**Secretarial/  
General Office**  
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**Technical/  
Engineering**  
17



**Miscellaneous  
Career Opportunities  
Too Late to Classify**  
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## Constructive Criticism

It's seldom wise to say "no" to your boss. But what can you say when you're asked to do something that you feel is unreasonable or unethical? There are positive ways to express an opposing opinion. We'll look at some of the most common grounds for disagreement and show how you can contribute a contrary view without creating a confrontation. .... 7

## Strictly Business

Cultivating an intimate working relationship with a member of the opposite sex is fraught with political potholes. Unless the two of you agree up front on goals and ground rules for a business-only relationship, you could be courting trouble. Here's help for maximizing a productive relationship that can withstand scrutiny from the most critical co-workers. .... 9

## In the Money

If you like the thought of being around money — and lots of it — then check out a career in the world of finance. Being a teller requires a head for figures and a heart for people. It's also a great place to start if you'd like to learn about financial institutions from the ground up, since most promote from within and offer management training programs for tellers with potential.

**Career Close-up** ..... 11

## ABOUT THE JOB JOURNAL

The California Job Journal (CJJ) was established in 1982 as an innovative new alternative to traditional job search methods. It is designed to be a window on today's expanding job market for those who wish to make knowledgeable career decisions. CJJ is the most informative and comprehensive resource for anyone seeking up-to-date information about available jobs in California.

*Which companies are hiring? What positions are available? How much do they pay? Do I qualify?* CJJ will provide the answers to these questions, but we realize you need more than just facts on available openings. Employment is essential to your physical and mental well-being, and the job seeking experience is often accompanied by financial and emotional strains that also need attention. The Job Journal offers career guidance with columns, tips and articles addressing the complex problems and alternatives facing you in your search for satisfactory employment.

For the individual seeking suitable openings without professional assistance, the time and expense to locate and research positions can be considerable. Our goal is to eliminate the frustrations and disappointments that accompany needless interviews and unnecessary trips for jobs you don't want (or aren't qualified for) by providing enough information to enable you to screen yourself. Your time and effort can now be spent getting job offers rather than gathering job information.

We welcome your comments or suggestions on how this publication might better serve you. Please write to: *California Job Journal*, 2535 Capitol Oaks Drive, Suite 100, Sacramento, CA 95833.

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*For information & rate card,  
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Sacramento (916) 925-0800  
Toll-free (CA) (800) 782-HIRE

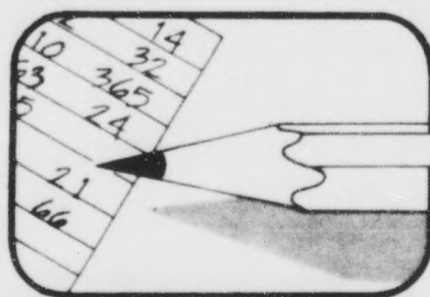
**Advertising deadline for next issue:**  
**4pm Thursday, 2/16/89**

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### California Job Journal

is a bi-weekly publication of  
**JOB JOURNAL, INC.**  
2535 Capitol Oaks Drive, Suite 100  
Sacramento, CA 95833  
(916) 925-0800





## Accounting/ Financial Svcs



### ACCOUNTANT

Stockton Savings & Loan Association  
P.O. Box 201062  
Stockton, CA 95201  
Attn: Sheri Barnett  
Salary commensurate with experience, plus excellent benefit package. Send resume, immediate opening in our real estate investment department. Responsible for all Stockton Service Corporation accounting functions; verify all general ledger balances pertaining to REI, reconcile all SSC general ledger accounts, and monitor joint venture partners' books. Hrs 8:30-5 Mon-Fri. Founded in 1887, company has 24 branches. Ideal candidate will have a degree in accounting. Requires 3-5 yrs accounting experience. Prefer real estate development and construction exp. EOE

### ASSESSOR'S AIDE I / II

Sacramento County Employment Office  
710 J Street  
Sacramento, CA 95814  
916/440-5593  
Attn: Personnel Department  
\$1455-1768/mo (level I), and \$1632-1984/mo (level II); plus benefits. Call for more information or apply in person; file by 2/28. Under direction, perform specialized clerical work and assist in performing technical work in the County Assessor's Office. 40 hrs/wk, Mon-Fri. Requires 1 yr full-time paid or volunteer experience performing clerical duties related to property tax assessment or collection, or title work in California. AA/EOE

### ASSISTANT BOOKKEEPER (part-time)

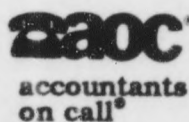
Densmore Engine  
3929 Marysville Boulevard  
Sacramento, CA 95838  
916/929-8875  
Attn: Ed Klingenberg / Owner  
\$6-8/hr DOE. Call between 8-5 Mon-Fri for appointment; RTJJ. Assist other bookkeeper in the office; will use a computer to do payroll, accounts payable, and some accounts receivable; some light typing and 10-key work possible. Hrs 8-3 Mon-Thu (with FT potential). Established production engine rebuilding shop has been in operation in the Sacramento area since the 1950's. Requires math skills and 30 wpm typing. Must be dependable, energetic, well-dressed, and have common sense. Computer experience helpful. Bookkeeping exp or knowledge a plus. EOE M/F/H/V

### BUDGET ANALYST / ACCOUNTANT

Alameda County Office of Education  
313 West Winton Avenue, Room 250  
Hayward, CA 94544-1198  
415/887-0152 x304  
Attn: Personnel  
\$2472-3005/mo DOE/DOQ, plus Kaiser family plan, dental ins, and PERS. Call for info or app; file by 2/24. Provide technical assistance to school districts & county office in a variety of areas; assist in preparing and analyze financial/budget reports in accordance with state guidelines, and perform on-site reviews of accounting procedures & internal controls. Hrs 8-5 Mon-Fri. Req AA degree in accounting or business admin and 3 yrs budget & finance analysis exp, preferably in a school district or county ofc of education (or an approved equiv combination of education & exp) and knowledge of PCs & Lotus 1-2-3. AA/EOE

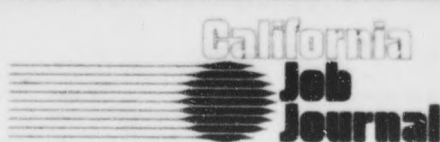
### ACCOUNTANTS ON CALL

TEMPORARY  
PERMANENT  
Accounting  
Bookkeeping  
Finance  
Data Entry



Professional and para-professional personnel.

Fee paid by Employer.  
For assistance call:  
(916) 483-6666



### CREDIT & COLLECTIONS CLERK (part-time)

California Job Journal  
2535 Capitol Oaks Drive, Suite 100  
Sacramento, CA 95833  
916/925-0800  
Attn: Kathy Kellum / Office Manager  
Salary DOE/DOQ. Send resume and salary history. Perform telephone collections on delinquent accounts, credit checks, and account adjustments. PT, 8-noon Mon-Fri. Largest independent recruitment advertising publication has attractive new offices in South Natomas. See 'About the Job Journal' (pg 3). Requires high school education, 1+ yrs experience in collections & credit, good telephone communication skills, and 10-key ability. Must be detail-oriented. AA/EOE H

### DEPUTY DIRECTOR OF FINANCE ADMIN

City of Beverly Hills  
450 North Crescent Drive  
Beverly Hills, CA 90210  
213/285-1067  
Attn: Human Services Office  
\$60,000/yr + city-paid PERS, medical/dental insurance, car allowance, and \$1500/yr flexible bft program. File city application; RTJJ. Under supervision of the director of finance administration, plan, direct & supervise the activities of the finance admin dept. Requires degree from an accredited college/univ in accounting, business admin, public admin, or related field; and 5 yrs responsible acting exp (including 3 yrs in a mgmt position). MA in a related field and/or CPA certificate highly desirable. EOE M/F

### DEPUTY FINANCE DIRECTOR

City of Benicia  
250 East L Street  
Benicia, CA 94510  
707/746-4205  
Attn: Personnel Department  
\$3195-3884/mo plus excellent benefits. Call or write for details; file city application by 2/13. Seeking an experienced professional to supervise municipal financial, accounting & staff operations. 40 hrs/wk, Mon-Fri. Requires strong accounting, computer, analytical, communication & supervisory skills. EOE

### DEPUTY FINANCE OFFICER / ASSISTANT TO FINANCE OFFICER

City of Merced  
678 West 18th Street  
Merced, CA 95340  
209/385-6837  
Attn: Personnel Department  
\$2223-3284/mo DOQ. City application form req. Plan, organize & coordinate the activities of the Finance Dept's division programs; and supervise & coordinate the preparation of the budget. 40 hrs/wk Mon-Fri. Deputy position requires BA degree in accounting, business, or related field, and 5 yrs experience in municipal accounting and fiscal management, including 2 yrs supervisory or administrative exp. Assistant position req BA degree in accounting, business, or related field, and 2 yrs exp in municipal accounting and fiscal mgmt, including supervisory or admin exp. AA/EOE

## SUPERVISOR BRADFORD TRANSPORTATION

A Northern CA bus company currently seeks a safety training and personnel supervisor. Responsible for maintaining employee records, conducting safety meetings, recruiting drivers, and handling accident investigations. State school bus training certificate preferred.

Call or respond with resume & salary history to:

Bradford Transportation  
3300 Pacheco Boulevard  
Martinez, CA 94553  
Attn: Robert Kilian  
(415) 228-9200

☆☆☆☆☆☆☆☆☆☆

## GOVERNMENT JOBS

\$16,040 - \$59,230/yr.

Now Hiring

(805) 687-6000

Ext. R-2626

for current Federal list

☆☆☆☆☆☆☆☆☆☆

### DIRECTOR OF FISCAL SERVICES

Alameda County Office of Education  
313 West Winton Avenue, Room 250  
Hayward, CA 94544-1198  
415/887-0152 x304  
Attn: Personnel  
\$53,896-60,115/yr DOE/DOQ, + xint benefits. Call for more info & application; submit letter of application, letters of ref, formal app, resume, and confidential college placement file by 2/24. Responsible for the development & supervision of fiscal functions for County Ofc of Education. Hrs 8-5 Mon-Fri. Requires equiv to graduation from college with major coursework in accounting or related field; and 5 yrs professional-level exp in business management or acting fields, including exp with automated finance systems and work with senior mgmt. Accounting exp in an educational environment desirable. AA/EOE

### FINANCE CLERK II

City of Oroville  
1735 Montgomery Street  
Oroville, CA 95965  
916/538-2407  
Attn: Personnel  
\$1265-1541/mo + xint bft program. APPLICATION, RESUME & TYPING CERT MUST BE SUBMITTED BY 5PM 2/16; obtain app/job description from Personnel. Perform a variety of complex, highly responsible clerical functions in 1 or more areas of acting including (but not limited to) payroll, budget & financial reporting. 40 hrs/wk Mon-Fri. Requires HS grad; 3 yrs acting/bookkeeping exp including 1 yr directly involving payroll accounting, preferably with a govt agency, typing cert for 45 wpm (obtained within last 2 yrs), and computer exp. AA degree may substitute for 1 yr exp (excluding payroll accounting exp). AA/EOE

### HOTEL CONTROLLER

Clarion Hotel  
700 16th Street  
Sacramento, CA 95814  
Attn: Personnel  
Salary DOE, benefits available. Send resume. Oversee all hotel financial statements, journal entries, reconciliations, payroll, receivables & year-end/trial balances; and successfully hire, train & manage a 5-person office staff. Full-time day shift (flexible). 239-room downtown hotel is a member of the national Clarion chain. Prefer college degree in business or accounting and 2 yrs hotel controller experience. EOE

An application is often more than a device to gather information about you. Employers and personnel professionals also use them as a tool to assess work habits.

So fill out those forms with care. Write neatly (or type if permitted) and follow the directions properly.

### LOAN OFFICER / ANALYST

California Optometric Credit Union  
P.O. Box 277637  
Sacramento, CA 95827  
916/363-4294 or 800/327-2628  
Attn: Personnel  
\$1400-1600/mo DOE, plus excellent benefits. Call for app or send resume. Responsibilities include interviewing loan applicants (majority of interviews are by telephone), analyzing loan requests, and determining approval or denial. FT position in a pleasant working atmosphere. Rapidly expanding credit union has been in business for 35 yrs. Requires exp analyzing financial statements and tax returns for self-employed professionals. Knowledge of real estate lending would be helpful.

## College Presidents

(Two positions)

Peralta Community College District invites applications for college presidents at the College of Alameda (\$52,164-61,020/annually) and Vista College (\$47,280-55,308/annually).

The initial application deadline is FEBRUARY 28, 1989, & the screening process will begin at that point. Late applications will be considered until a candidate is selected for each position.

Interview expenses will be borne by candidate.

Obtain application from:  
District Personnel Office  
Peralta College  
333 East 9th Street  
Oakland, CA 94606  
(415) 466-7283

AA/EOE

### NEW ACCTS/CUSTOMER SERVICE PERSON

Schools Federal Credit Union  
5210 Madison Avenue  
Sacramento, CA 95841  
916/334-2420  
Attn: Personnel Department  
Minimum \$970/mo DOE, plus excellent benefits. Call for app. Open new member accounts, research savings or loan accounts of members as needed, post deposits & payments, and work with the public in a financial environment. Hrs 8:30-5:30 Mon-Fri. Founded in 1933, company has 5 branch offices and serves the financial needs of Northern CA school employees with checking accounts, ATMs, loans, and money market certificates. Requires at least 6 mos experience in a financial institution, 35 wpm typing, and excellent communication & public contact skills. AA/EOE

Apply yourself to your  
job search and searching  
won't be your only job!

### SENIOR ACCOUNTANT / AUDITOR I

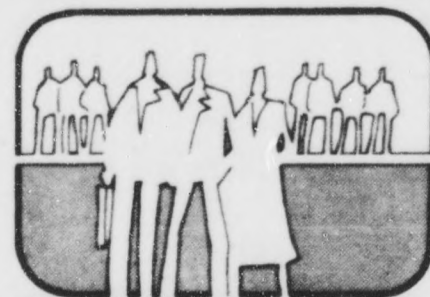
County of Orange  
Hall of Administration  
10 Civic Center Plaza  
Santa Ana, CA 92701  
714/834-2844  
Attn: Personnel Department  
\$2382-3210/mo + vacation, holidays, sick leave, medical ins, and retirement plan. File county app and/or supplemental form. Supervise/perform complex acting work for auditor/controller or other county dept; prepare a variety of acting, statistical & narrative reports; supervise accounting ops or evaluate acting and/or operating systems, procedures & mgmt policies; supervise financial and/or operational audits of county depts, districts, and outside contractors & lessees; and prepare audit reports with constructive recommendations based on findings. FT. See bulletin for info on min reqs. AA M/F/H

### TELLER

Sacramento First National Bank  
P.O. Box 660070  
Sacramento, CA 95866-0070  
Attn: Ms. Brown  
Salary DOE, plus excellent benefits provided after introductory period. Send resume. Perform a full range of teller duties at any of 5 branches in the Sacramento area. Hrs 8:30-5:30 Mon-Fri. SFNB was founded in 1984. Requires minimum 3 yrs bank teller experience and good communication skills. Must be flexible and have a professional appearance and positive attitude. EOE

### UTILITY TELLER (2)

California Savings and Loan  
820 East El Camino  
Mountain View, CA 94040  
415/964-0640  
Attn: M. De Gregory / Asst Vice-President  
Approx \$1100/mo + paid mileage, vacation, health & life ins, and pension. Call for app (10-3 Mon-Fri); RTJJ. Handle customer svcs, open new accts, and perform general teller work. New out of home branch in Peninsula or fill in at other branches during sick leave & vacations. Travel required (approx 30 miles). Hrs 9-4 Mon-Thu and 9-6 Fri. 100-yr old firm has multiple branches throughout Northern CA. Req HS education and cash handling and customer service exp. Must be bondable, friendly, outgoing, and able to deal with the public. Req CDL and US citizenship. Will receive 1 wk training in SF. AA/EOE



## Administration/ Management

### EXECUTIVE DIRECTOR

Cultural Arts Council of Sonoma  
P.O. Box 7400  
Santa Rosa, CA 95407  
707/579-2787  
Attn: Jane Sunshine  
\$26,000/yr (paid monthly) plus liberal vacation, 10 paid holidays, and sick leave. Call for app by 2/20/89; RTJJ. Nonprofit organization, in operation since 1983, seeks individual to handle long-range planning & coordination, public relations, fundraising & finance matters, and grant writing. Serve at the will of council's board members. Hrs 8-5 Mon-Fri. Requires education & experience commensurate with position, CDL, and US citizenship. AA/EOE

### EXECUTIVE DIRECTOR

Human Rights/Fair Housing Commission  
Sacramento, CA 95816  
916/444-6903  
Attn: Personnel  
\$2750/mo plus benefits. Call for application; file by 2/10. Duties include the development & implementation of governmental or human services programs. 40 hrs/wk Mon-Fri. Requires 3 yrs increasingly responsible administrative or supervisory experience in above duties, and BA degree in related field. (MA degree may be substituted for 1 yr exp.) EOE

### MANAGER - BRENTWOOD BRANCH

Westside Bank  
P.O. Box 1169  
Tracy, CA 95378  
Attn: Personnel Department  
Salary DOE, plus medical, dental, life & long-term disability insurance and 401K plan immediately upon hire. Send resume; RTJJ. Manage all aspects of a bank branch including loans, customer service, business development, and personnel administration to achieve profit & growth objectives. Full-time. Aggressive, growing independent bank requires minimum 5 yrs professional responsible banking or finance experience. College degree desired. AA/EOE

### OPERATIONS MANAGER

California Building Maintenance  
5502 Dwight Avenue, Suite A  
San Jose, CA 95118  
408/723-3262  
Attn: Brian Shisler / Owner  
Salary based on negotiable percentage of net profit, plus medical insurance. Call for app or send resume; RTJJ. Responsible for scheduling all jobs, supervising 30-35 people, and reporting employee attendance. Hrs 6pm-3am Mon-Fri. One of San Jose's fastest growing maintenance companies offers advancement opportunities. Must be fully experienced in building maintenance and able to generate bids as needed. Req supervisory abilities and good verbal & written communication skills. EOE



## Winston wants to change your course.

If a fast-paced career in management is what you've been looking for, Winston Tire Company can put you on the right track. As the largest independent tire retailer on the West Coast, we have been helping ambitious individuals realize their career goals for over 25 years. We have current opportunities in the East Bay area.

### WINSTON IS SEEKING:

- Tire/car service professionals
- Management experience
- Proven sales experience
- Technical/college background

### WINSTON OFFERS:

An outstanding management training program, plus an excellent salary and benefits package, which includes:

- Starting salary \$425+ per week (avg. Manager made \$37,500 last year)
- Comprehensive medical package (Medical/Dental/Vision Care and Prescription Plan)
- Profit Sharing/401K Plan
- Paid 8-week training program

To find out more about the many opportunities now available, contact Peter Caldwell at (800) 438-7267 or (415) 785-7379, Mon-Wed, 9am to 5pm, or send resume to: Winston Tire Company, 27317 Industrial Blvd., Hayward, CA 94545. Equal Opportunity Employer.

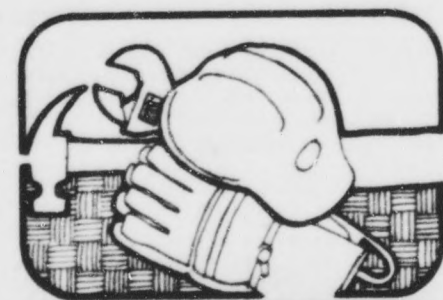


# MANAGER - HAZARDOUS WASTE DIVISION

EnsoTech  
7949 Arjay Drive  
Sun Valley, CA 91352  
818/767-2222  
Attn: Dr. Jeet Sabherwal / President  
\$50,000+/yr + benefits (to be discussed). Call for appt or send resume. RTJJ. Supervise all company interactions with govt agencies; consult with a scientist, geologist & engineers; and handle computer-related communications. Hrs 8-5 Mon-Fri. Established 15-yr-old firm specializes in the remediation of contaminated soil & water. Req MA degree in a related field; 5 yrs exp in hazardous waste management; strong communication skills; knowledge of the rules & regulations governing the handling of hazardous waste materials; and an ability to make independent decisions. US citizenship required. EOE M/F/H/V

# SUPERVISOR - JANITORIAL

Reliable Building Maintenance  
2992 Spring Street, Suite A  
Redwood City, CA 94063  
415/361-1720  
Attn: Bill Purviance / Operations Manager  
\$1500+/mo DOE + health & life ins after 90 days. Call for appt or more info (have refs & salary history/reqs ready). RTJJ. Supervise 25 people in all janitorial duties; perform building inspections (20 bldgs) to ensure quality control & contract specifications; and handle hire/fire of personnel, on-the-job training, and payroll. Hrs 4:30pm-1:30am M-F. Company svcs residential, industrial & commercial bldgs. Requires 3 yrs supervisory exp in janitorial field, ability to interact with employees & public, good driving record, DMV printout, and CDL. Prefer bilingual (Spanish). US citizenship required. AA/EOE



## Construction/ Building Trades

# CONSTRUCTION INSPECTOR (temporary)

Los Rios Community College District  
Cosumnes River College  
1919 Spanos Court  
Sacramento, CA 95825  
916/920-7912  
Attn: Classified Recruitment Section  
\$2210/mo. + xint benefits. Call 7:30-2 Mon-Fri or visit office for more info and app; file by 2/13. Perform continuous on-site inspection of all phases of construction to ensure compliance with plans, specifications, contract documents and all applicable state & local bldg codes. FT hrs & days to be determined; position ends upon completion of project. Req HS diploma or equiv, preferably supplemented with courses in engr, construction, supervision, or architecture. Must have (or be eligible for) a schools inspection certificate, CDL, and 4 yrs experience in construction with 2 yrs as a supervisor. AA/EOE



## ELECTRICAL SERVICES MANAGER

\$4160 - 5513 / month  
The City of Oakland is seeking a manager to head the Electrical Services Division within the Office of General Services. Responsible for policy decisions concerning: installation and provision of electrical power for municipal facilities and street lights; radio and television cable services; and budget and coordination staff operations. Req B.S. in Electrical Engineering, with a minimum of five (5) yrs managerial exp in major electrical engineering or construction projects. Experience in local municipal government or training in public/business administration desirable.

DEADLINE: February 28, 1989

Apply in person (8:30 am to 5 pm, including the lunch hour) or send a self-addressed stamped envelope and an application request to:

Employment Information  
CITY OF OAKLAND  
Personnel Department  
1417 Clay Street, Room 136  
Oakland, CA 94612  
(415) 273-3526 or  
273-3111

# CEILING INSTALLER

Sound Design Acoustics  
Santa Clara, CA 95051  
408/248-6995  
Attn: John Kelly / Manager  
\$7.50/hr DOE/DOQ, plus health insurance avail. Call for information & appt to be scheduled at job site. RTJJ. Install suspended ceilings in commercial buildings. Use ladder, drills and various hand tools to place tiles in metal grids. Full-time opportunity for this ceiling installation company. Hrs 7-3:30 Mon-Fri. Requires own truck. Must be dependable & hardworking. Willing to train.

## PART-TIME WORKERS:

Whether or not part-time employees will receive benefits is up to the employer. If, however, an employer decides to provide benefits for one part-time employee, then legally he is required to provide the same benefits for all.

# FIRE SPRINKLER INSTALLER / FOREMAN

Monterey Fire Sprinkler  
320 San Benancio Road  
Salinas, CA 93908  
408/649-1008  
Attn: Lea / Owner  
\$5-13/hr DOE. Call for appointment; RTJJ. Read installation plans; install & repair fire sprinklers; supervise crews; and coordinate work flow for well-established, growing residential/commercial fire sprinkler company. Hrs 7:30-4 Mon-Sat. Requires 5 yrs experience in field, thorough knowledge of fire code, and good physical condition.

# FLOOR COVERING INSTALLER

Frank's Carpets  
311 South Main  
Alturas, CA 96101  
916/233-4422  
Attn: Jim Rollins / Owner  
Approximately \$25,000/yr. Call between 9-5 Mon-Fri for appt. RTJJ. Prepare floors and install various types of floor coverings at sites within a 100-mile radius. 15-yr-old company has 2 stores Hrs 9-5 Mon-Fri. Requires C-15 state contractor's license. Must be devoted, dependable, and have own tools.

# FOREMAN FENCE INSTALLER

AAA Fence  
2746 Scott Boulevard  
Santa Clara, CA 95050  
408/727-5465  
Attn: Scott Hutchings / President  
\$10-15/hr DOE/DOQ. Apply by mail or phone. RTJJ. Install chain link fence, supervise co-workers, and work with customers to satisfy their particular needs. Full-time opportunity with this 10-yr-old South Bay firm. Hrs 7-4 Mon-Fri. Must have 3-5 yrs exp as foreman for fence installation and a clean driving record.

# JOURNEY-LEVEL GLAZIER

Classic Glass Company  
917 Water Street  
Santa Cruz, CA 95062  
408/426-3675  
Attn: David Rasmussen / Owner  
\$14-15/hr DOE, plus benefits (to be discussed). Submit written application detailing experience and DMV printout or call for appt. RTJJ. Install glass, plastics & mirrors in residential & commercial buildings. Hrs 8-5 Mon-Fri. Well-established, growing company, in business since the 1930s, installs glass in cars, houses & offices (including Tiffany, stained, & custom orders). Must be neat, clean, punctual, professional, and able to deal with the public. Prefer 5 yrs exp as glazier. EOE

## MANAGER TRAINEE

84 Lumber Company, the fastest growing national lumber and home center chain, has career opportunities today. Advancement is rapid and all promotions are from within. First year earnings average \$18-\$20K. Benefits include hospitalization, profit sharing and much more.

If you enjoy a combination of sales and physical work, and have completed at least 2 years of college, then you may qualify. No knowledge of building materials necessary, we train.

Send resume:

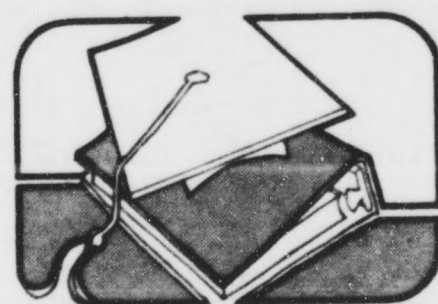
**84 LUMBER COMPANY**  
3671 Crow Canyon Rd  
San Ramon, CA 94583  
Attn: Bruce Lewis

# OFC PARTITION INSTALLER / CREW CHIEF

John Ruth Corporation  
2175 Stone Avenue, Suite 9  
San Jose, CA 95125  
408/295-7700  
Attn: Diana Callahan / Vice President  
\$10-15/hr DOE/DOQ, plus 1 wk vacation, 7 paid holidays, and medical & dental ins after 90 days. Call for more info (8-5 Mon-Fri), apply in person, or file employer application; RTJJ. Oversee, service & install modular office partitions. Req frequent travel in company car. 40+ hrs/wk, Mon-Fri (frequent overtime). Sole proprietorship specializes in design specification and installation services. Req 1 yr exp as a crew chief. Req CDL & DMV printout. Must be a team player, comfortable with the supervisory task. Blueprint reading exp a plus. Right to work required. AA/EOE M/F/H/V

# PROJECT SUPERINTENDENT

Pacific Union Builders  
P.O. Box 25353  
San Mateo, CA 94402  
408/867-2609 or 867-2655  
Attn: Duke Wall / Owner  
\$36,000-60,000/yr negotiable DOE. Send resume; RTJJ. Project superintendent for multi-unit residential construction jobs in peninsula area needed by March. Work Mon-Fri or as projects require for this stable, 9-yr-old Bay Area builder. Req current contractor's license and minimum 10 yrs experience in construction management. Must have good supervisory skills and be reliable & responsible. EOE



## Education/ Training

# AUTOMOTIVE TECH INSTRUCTOR (temp)

Los Rios Community College District  
American River College  
1919 Spanos Court  
Sacramento, CA 95825  
916/920-7912  
Attn: Faculty Recruitment Section  
\$22,520-36,351/yr. Call between 7:30-2 Mon-Fri or visit office for more info and application; file by 3/1. Probable instructional assignment to include principles, operations, diagnosis & repair of heating, A/C, braking, suspension & steering systems; and engine tune-ups & repairs. Individual classes may be taught in 6-wk sessions as part of a comprehensive industry training program. FT during 1989-90 academic yr (8/28/89-6/8/90). Req recent automotive industry or teaching exp; and credential (or eligibility) authorizing service as an automotive mechanic instructor in CA community colleges. AA/EOE

# COORDINATORS / TEACHERS (30, seasonal)

American Education Connection  
29245 Williams Street  
Moreno, CA 92360  
714/247-8980  
Attn: Claudia Grogan / Director  
\$2000-3000 per program. Call collect or send resume. Statewide operation seeks individual to recruit host families and design 3 to 4-week home-stay programs for 15-30 international students. Perfect summer job; ideal for school employees. Flexible schedule. Should be well-organized and community-involved. Excellent 1-on-1 training provided for teachers/coordinators.

## KIDS ON KAMPUS

» CENTER DIRECTORS  
» TEACHERS  
» TEACHERS' AIDES  
» SUBSTITUTE TEACHERS

NEEDED FOR A NON-PROFIT  
CHILD CARE ORGANIZATION

6 STOCKTON LOCATIONS

14 SACRAMENTO LOCATIONS

Salary DOE + benefits. Must have ECE units or equivalent education determined by community care licensing.

Submit resume to:



KIDS ON KAMPUS  
Attn: Personnel  
2701 K Street, Suite 3  
Sacramento, CA 95816

# DIRECTOR OF TRAVELING SCHOOL

Santa Cruz City School District  
133 Mission Street  
Santa Cruz, CA 95060  
408/429-3833  
Attn: Personnel Office  
\$20,265-30,491/yr DOE/DOQ, + \$1000 stipend; xint bfts include health, vision & life ins. Call for app/info; file by 3/10. Plan & implement unique, award-winning alternative program (grades 7-12); take a 4 to 6-wk tour (includes short bus tours, one to Oregon Shakespeare Festival). Includes complete academic schedule and personal growth curriculum. FT; hrs/days vary. Req CA teaching credential; skill in training, classroom mgmt, working with gifted children, appropriate growth activities, & xint special-need teacher/adviser skills; abundant energy & emotional stability; and willingness to earn bus driver cert. AA/EOE

# EDUCATION RESOURCE SPECIALIST

Tri-Cities Children's Center  
43100 Isle Royal Street  
Fremont, CA 94538  
415/657-2920  
Attn: Terry Rivera / Administrative Aide  
\$19,836-21,336/yr DOE/DOQ, plus education leave, credit union, tax-sheltered annuity, payment for conferences/workshops, 22.5 days personal leave, 11 holidays, Kaiser and dental ins. Call for app or send resume; file by 3/3. Responsible for education components of school; establish policy procedures/systems; coordinate education activities, curriculum, resources & needs; and gen responsibility for hiring teaching staff & supervising site svcs. 40 flexible hrs/wk (open 6am-6pm). Req BA degree in ECE or equiv, 2 yrs exp with infants/preschoolers, 1 yr supervising 3 or more staff members, CDL, and insurance. EOE

# EXTENDED OPPORTUNITY PROGRAM & SERVICES PROGRAM SPECIALIST

Los Rios Community College District  
Sacramento City College  
1919 Spanos Court  
Sacramento, CA 95825  
916/920-7912  
Attn: Classified Recruitment Section  
\$23,464/yr plus excellent benefits. Call or visit between 7:30-2 Mon-Fri for information or application; file by 2/13. Serve as staff assistant to EOPS program coordinator for recruitment, community outreach, career/job development, etc; will contact high schools. 40 hrs/wk. District serves approximately 45,000 students at 3 sites. Requires BA degree in social services or related field; AND 3 yrs experience with EOPS or a social services agency serving the disadvantaged population, or exp in career/job placement. AA/EOE



## La Petite Academy

## Child Care Director/Teachers

The nation's finest preschool and child care provider is now seeking career-minded individuals who enjoy working with children and would like the opportunity to advance in the child care field.

Our benefit package includes a competitive wage, based on 12 ECE units, health and dental co-paid by the company, paid holidays, paid sick and vacation days, free and/or reduced rate child care, on-site training programs and educational reimbursement.

Come grow with us at any of our Northern California locations:

Antioch	Modesto	San Ramon
Concord	Napa	Santa Rosa
Sacramento Area	Pittsburg	Vallejo
Fresno	Pleasanton	Vacaville
Lodi	Rancho Cordova	
Merced	Rohnert Park	

La Petite Academy, Inc., Divisional Office  
1864 Cabana Drive, San Jose, CA 95125  
(209) 368-0303

Foothill-DeAnza Community College District, in the San Francisco Bay Area, invites applications for the following management positions and faculty openings for the 1989-90 academic year. We offer an outstanding instructional environment in addition to a benefits program.

## FACULTY

Adaptive Physical Education	03/30/89
Affirmative Action Leadership Chairs (2)	03/03/89
Astronomy	04/28/89
Counseling (F.H.)	03/31/89
Engineering	02/28/89
English / Composition	02/17/89
English / Composition / Technical Writing	02/23/89
Journalism	03/03/89
Mathematics	02/23/89
Paralegal / Administration of Justice	03/07/89
Physical Education / Basketball Coach	03/17/89
Librarian (Leave Replacement)	03/15/89

## MANAGEMENT

Associate Dean of Administrative Services	04/08/89
Dean of:	
Occupational & Technical Education	03/08/89
Student Activities & Community Services	02/08/89
Division Dean of:	
Intercultural & International Studies	02/18/89
Physical Science / Math / Engineering	02/14/89
Program Administrator - NASA / Ames	02/15/89
Internship & Training Program	02/15/89
Vice President - Instruction	02/23/89

Applications may be obtained from: Employment Services, Foothill-DeAnza Community College District, 12345 El Monte Road, Los Altos Hills, CA 94022. (415) 960-6539  
Resume or vitae may not be substituted for completed district application. Women, minorities, physically handicapped and Vietnam veterans are strongly encouraged to apply. AA/EOE



**LIBRARY ASSISTANT (part-time)**

Resources in Special Education  
900 J Street  
Sacramento, CA 95814-2703  
916/442-7391  
Attn: Personnel

\$8.36-10.28/hr. Call for app; apply by 2/15. Perform all phases of work connected with the discharge of resource material & media; maintain records, control items checked out, prepare notices for overdue books, check catalogs & records in department, and catalog materials. PT, 4 hrs/day, 5 days/wk through 6/30 (hrs to be arranged). Company is responsible for info & resource dissemination for the State Special Education Div. Req equivalent to 2 yrs college (experience may be substituted on a yr-for-yr basis) and 3 yrs progressively responsible clerical & subprofessional library exp. AA/EOE

**NANNY**

E & R Nanny Agency  
7311 Greenhaven Drive, Suite 100-A  
Sacramento, CA 95831  
916/424-8579  
Attn: Kay or Bev

High income earning potential and variable benefits. Call for more information or apply in person. Immediate live-in/live-out positions available for friendly, reliable, dedicated individuals who relate well to people. Care for children, tending to daily needs & activities. Full & part-time positions available with flexible scheduling. Growing, locally owned nanny referral agency requires CPR certificate, negative TB test, child/care experience, valid CDL, and auto insurance. Child development/ECE (early childhood education) background preferred. EOE

**PRESCHOOL TEACHERS (4)**

Heads Up!  
445 East Charleston Road, Suite 9  
Palo Alto, CA 94306  
415/424-1221  
Attn: MaryPat Power

\$6-8/hr. DOE/DOQ. Call for app & information or send resume; RTJJ. Work in conjunction with Montessori teacher to instruct classes of 3-5 year old children in an excellent working environment. Part & full-time positions available in Palo Alto and San Jose. Hours vary, Mon-Fri. Req at least 12 ECE (early childhood education) units or a BA degree in childhood education. Exp preferred but not necessary.

"True greatness is in the character, never in the circumstances."  
— J.R. Miller, DD

**PUBLIC SAFETY COMMUNICATION****INSTRUCTOR (2)**

City of San Jose  
Employment Office, Room 207  
801 North First Street  
San Jose, CA 95110  
408/277-4462

Attn: Bob Turk / Senior Personnel Analyst  
\$40,668-49,416/yr DOE, plus retirement plan and medical/dental & life insurance. File city application. Responsible for entry-level & on-going training of police & fire dispatchers. 40 hrs/wk. Requires HS diploma or equivalent courses in training or teaching techniques; 3 yrs public safety dispatching experience at a supervisory level; 60 hrs recent teaching exp in public safety dispatching; and a valid CDL.

**TEACHERS**

Early Childhood Professionals Management openings. Ambitious, energetic professionals to manage 10 child care centers in the San Ramon & Contra Costa area. Opportunity also available in Vallejo area. Full management responsibility. Travel necessary. Must be child care certified. Send resume to:

CJJ  
Dept. G-336  
P.O. Box JOBS  
Sacramento, CA 95841

**Los Angeles County Office of Education****SPECIAL EDUCATION TEACHERS**

Los Angeles County Office of Education  
9300 East Imperial Highway, ECE Room 102  
Downey, CA 90242-2890  
213/803-8382

Attn: Personnel Services  
\$21,954-33,748/yr DOE/DOQ (10-12 month contract avail) + medical, dental & life ins and STRS. 183-day work year. Call or write for county app; open filing. County Office of Education is accepting applications for Special Education Teachers, Speech Specialists, Adaptive Physical Education (APE), and substitute teachers for special education, juvenile court & community schools. Positions located throughout LA County Hrs 8-5 Mon-Fri. Requires a bachelor's degree, teaching credential, and possession/eligibility for CA teaching credential in program/specialty assigned. Experience desired but not required.

Instead of waiting for something good to happen, try making it happen for yourself.

**SUPERVISOR - STUDENT ACTIVITIES**

San Joaquin Delta College  
Administration Building, Room 202  
5151 Pacific Avenue  
Stockton, CA 95207  
Attn: Personnel

\$28,728/yr DOE/DOQ; xint bfts include vacation, holidays, sick leave, and health/life ins. File app, ltr of interest, 3 recent ltrs of ref, and official copies of transcript by 2/28. Supervise a wide range of student functions including programs for student leadership, student govt assns, and spirit promotion. 40 hrs/wk Mon-Fri. Req BA w/major in recreation-related discipline or a combination of post-secondary education & work exp. Must be able to plan, coordinate, and supervise a wide range of activities. Req exp working with youth groups and demonstrated skill organizing/supervising group activities. AA/EOE

**UC Santa Cruz****CAMPUS INDUSTRIAL HYGIENIST**

FT/Career. Plan, develop & implement a comprehensive industrial hygiene program for the UCSC campus, which will focus on minimizing occupational exposures to potentially hazardous conditions & substances in the workplace.

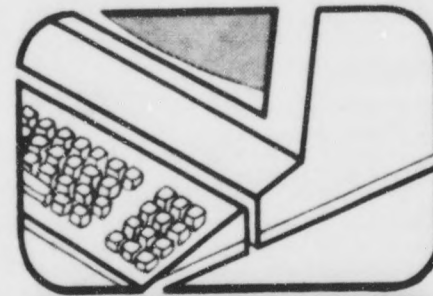
Contact (408) 429-2011 for required supplemental application and copy of complete job description & requirements. Refer to Job #89-01-21. Starting salary: \$41,000-51,300/annually commensurate with qualifications & experience. Applications / resumes & completed supplemental must be received by 2/28/89 at the:

UCSC Personnel Office  
102 Communications Bldg  
Santa Cruz, CA 95064

**TEACHERS (part-time)**

Bright Beginnings  
330 Golden Hinde  
Corte Madera, CA 94925  
415/924-1677

Attn: Laura/Director or Gayle/Office Asst  
\$6-7.50/hr plus health insurance, vacation, holidays, and sick leave (totaling 5 wks/yr paid time off). Call for appointment; RTJJ. Plan & implement classroom lessons and activities for infant to pre-kindergarten-age children (age depends on assignment). PT, 6-8 afternoon hrs/day. Licensed for 140 children, ages 3mos - 7yrs. Requires minimum 6 ECE units. Some experience working with children preferred.

**Electronics/ Data Processing****DIRECTOR OF MANAGEMENT SERVICES**

Santa Cruz City School District  
133 Mission Street  
Santa Cruz, CA 95060  
408/429-3833

Attn: Mary Wagner / Classified Manager  
\$39,539-47,629/yr DOE/DOQ, plus xint benefits including PERS. Call for district application; file by 2/13 (postmarks not accepted). Plan, organize & manage data processing services; analyze, develop, implement, design & code complex data processing programs; prepare records including data entry processing and hierarchical diagrams of systems & operational flow; act as an informational source; and provide technical direction. Hrs 8-5 Mon-Fri. District has approx 9200 students in 14 schools. Req knowledge of and ability to operate COBOL Prime Series 50 and peripheral equipment. AA/EOE

**PROGRAMMER ANALYST**

Cal-Data 5 Agency, Inc.  
18 Gough Street  
San Francisco, CA 94103  
415/558-9979  
Attn: R.L. Castro

Salary to \$45,000/yr DOE (split fee) plus yearly cash bonus and full medical insurance. Call for app. Bay area manufacturing and distributing firm seeks individual to perform heavy coding, financial inventory & forecasting, marketing, and order processing. MOVE UP TO PROJECT LEADER. Hrs 8-5 Mon-Fri. Requires BA/BS in accounting and knowledge of System 38 & RPG-3. Other fee/no fee openings.

**ELECTRONICS ENGINEERS (2)**

Versatron  
103 Plaza Street  
Healdsburg, CA 95448  
Attn: Judith Voight / Admin Director

\$28,000-45,000/yr DOE, + vacation, sick leave, holidays, credit union, 401K plan, and medical & life ins. Send resume; RTJJ. Work on driver development using prototype hardware; perform circuit design & analysis using AUTOCAD; and interact with customers & mechanical engrs. Program leadership possible. Hrs 8-5 Mon-Fri. Firm manufactures state-of-the-art aerospace EM actuators. Req BS/MS in electronic engr; exp with analog & digital work, DC motor driver design, and personal computer analysis; good verbal skills; and ability to work with others. Prefer 1-2 yrs exp. US citizenship required. EOE

**SOFTWARE ENGINEER (2)**

Campbell Engineering  
2540 Bates Avenue  
Concord, CA 94520  
415/669-7212

Attn: Warren Hood / Tech Svcs Director  
\$28,000-32,000/yr DOE/DOQ, plus vacation, holidays, sick leave, and medical insurance. Send resume and 3 references. Develop security access control systems software; responsible for a project from inception to completion. Full-time flexible position; 8-hr work day. Firm produces intelligent high-security systems. Requires 2-3 yrs real-time C programming experience. Familiarity with microprocessor assembly language a real plus. Data acquisition and control applications background very helpful. Must pass a security clearance and be a US citizen.

Research the company and let them know (subtly) that you have by using a name on the cover letter, not just "Dear Sir or Madam". That personal touch can make a job hunter stand out from the masses.

**SYSTEMS ANALYST IV**

Orange County  
Hall of Administration  
10 Civic Center Plaza  
Santa Ana, CA 92701  
714/834-2844  
Attn: Personnel

\$2605-3510/mo DOE/DOQ. Continuous filing; RTJJ. Consult with dept staff to assess user needs, conduct feasibility studies and develop general & detailed design requirements for major systems; coordinate or direct the development & implementation of major systems and provide or arrange for the necessary level of operational support once systems are in place; provide training and other technical support to dept users, including both microcomputer & mainframe applications; act as a systems project leader; and coach to lower-level systems analysts. FT. AA/EOE M/F/H

## ASSISTANT DEAN OF EXTENDED DAY (BUSINESS DIVISION)

### CERRITOS COMMUNITY COLLEGE DISTRICT NORWALK, CALIFORNIA

Cerritos College invites applications for Assistant Dean of Extended Day (Business Division). This is a full-time management position responsible for assisting in the general administration and supervision of the Business Education Instructional Division. The Division curriculum includes: Accounting, Business Management, Computer Information Systems, Court Reporting, Finance, Logistics, Marketing, Office Technologies, Paralegal, Real Estate and Secretarial Science. The Division has 40 full-time and approximately 80 part-time faculty.

**Qualifications:** Master's Degree required. Possess, or qualify for, valid California State credential authorizing administrative service at community college level. Three years of full-time teaching and/or administrative experience, preferably at community college level.

**Salary/Benefits:** \$52,416 - 59,436 / annual, plus district-paid family medical/dental/vision benefits and \$40,000 employee life insurance. Participation in State Teachers' Retirement System. 22 days of annual vacation.

**Application Procedures:** Interested applicants must submit a completed district application form, resume of educational background and experience, and copies of transcripts (need not be official).

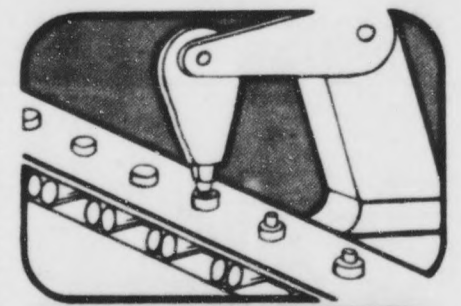
**Closing Date For Receipt Of Application Materials: MARCH 2, 1989**

For Application and Additional Information, Contact:



Personnel Services  
**CERRITOS COLLEGE**  
11110 E. Alondra Boulevard  
Norwalk, CA 90650  
(213) 860-2451 ext 269

EOE / AA

**Industrial****ASSEMBLERS (3)**

Blaylocks, Inc.  
10074 Streeter Road  
Auburn, CA 95603  
916/268-9411

Attn: Jim Paul / President  
\$4.50-6/hr to start DOE, plus fully paid benefits after 30 days. Call for app. Assemble electrical harnesses used by the transportation, electronic, and gaming industries. String out wire, test harnesses with an electronic tester, manually terminate, and tape. 40 hrs/wk; day & evening shifts available. Bay Area business established in 1960 has a new Auburn facility. Company of 30 treats employees with great fairness & personal consideration. Requires manual mechanical ability. Ability to read blueprints desired, but not required. Training provided. EOE

**FABRICATOR - INTERMEDIATE**

Explosive Technology  
P.O. Box KK  
Fairfield, CA 94533  
Attn: Kelly Solari

Competitive salary DOE, plus benefits. Send resume. Manufacturer of explosive-actuated devices for the aerospace industry seeks an individual to perform cord fabrication functions using pellet pressers, swagers, draw mills, fabric braiders, extruders, remote cutters, and other machines & measuring devices. Full-time. Requires high school diploma and 2 yrs experience.

**INSPECTOR - CLASS A**

PTM, Inc.  
401 East Alondra Boulevard  
Gardena, CA 90247  
213/532-2451 or 321-9308  
Attn: Tony Wilson / Quality Control Mgr

\$15-20/hr DOE, + vacation, holidays, and medical ins after 1 mo. Call for app/apply in person; RTJJ. Inspect precision aircraft machine parts, landing gear, axles, support braces & bolts (mostly high-heat treated & steel parts and some aluminum parts). Hrs 7-3:30 Mon-Fri (48-50 hrs/wk) + overtime. Precision-machined aircraft parts manufacturer has been in business 19 yrs. Requires minimum 5 yrs hands-on machining exp, knowledge of trigonometry & shop math, and an ability to interpret blueprints, use inspection tools, and do precision first article layout of forgings & castings. AA/EOE

**MACHINIST**

Remco Hydraulics  
934 South Main Street  
Willits, CA 95490

Attn: Glenda Presley / Personnel Manager  
\$8.49-12.24/hr DOE, plus benefits after 30 days. Send resume. Operate a CNC machining center & large conventional lathe. Full-time. Manufacturing firm, in business for 30 yrs, specializes in producing hydraulic cylinders and employs 150. Req experience operating equipment above.

**MACHINIST (Journey-level)**

Explosive Technology, Inc.  
P.O. Box KK  
Fairfield, CA 94533  
Attn: Ben Callis

Competitive salary DOE, plus benefits including paid relocation expenses. Send resume; RTJJ. Perform machinist duties with CNC mills, lathes, engine lathes, surface grinders, and hones. Work from blueprints, sketches & layouts for manufacturer/developer of explosive-actuated products for the aerospace industry. Higher-level classification exists on upward progression. Full-time. Must be journey-level machinist with ability to work with minimum supervision. EOE M/F/H/V

**PRODUCTION WORKERS**

Simmons USA, a leader in the manufacturing of quality bedding and upholstery products, is seeking experienced upholsterers, cutters, sewers, boxspring assemblers, and hog-ringers. Union scale.

Apply in person  
1700 Fairway Drive  
San Leandro, CA  
EOE

**University of California, Santa Cruz****EMPLOYEE SUPPORT PROGRAMS COORDINATOR**

The University of California, Santa Cruz is seeking applications for the position of Employee Support Programs Coordinator. Under direction, responsible for three related, but distinct, employee support programs: Vocational Rehabilitation, Employee Assistance Services, and Health Incentive Promotion. Requires: Current Commission on Rehabilitation Counselor Certification.

Contact (408) 429-2011 for required supplemental application and complete job description & requirements. Refer to Job #89-01-31. Starting salary: \$33,900-42,400 commensurate with qualifications & exp. Applications/resumes, completed supplemental & salary history must be received by 3/13/89 at the:

UCSC Personnel Office  
102 Communications Bldg, Santa Cruz, CA 95064

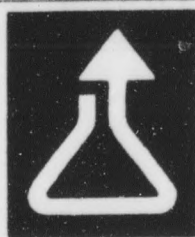




# PRODUCTION PRINTER

Silicon Valley Screen Printing  
2419 Zanker Road  
San Jose, CA 95131  
408/954-0250  
Attn: Karen Conrad

\$4-7/hr. Apply in person; RTJJ. Operate an automatic silk screening machine, pull a squeegee, and occasionally box & sort products. 11-person shop (which hasn't laid off a single employee since its inception 3 yrs ago) prints textiles, with existing/custom designs, for wholesale. Full-time, day hrs Mon-Fri (plus occasional overtime). Must be able to read, write & speak English. Training provided.



# PRODUCTION UTILITY OPERATORS

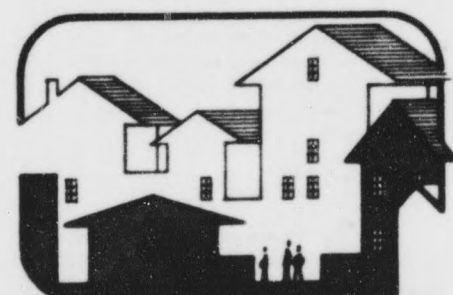
Rohm and Haas California Inc.  
25500 Whitesell Street  
Hayward, CA 94544  
Attn: J. B. Bolden

\$25,376/yr to start + xint bfts. Send resume or apply in person. Entry-level position involves basic warehouse ops and leads to production technician position (salary of \$32,635/yr). Operate various instruments/controls for batch process, including computer controls; and handle wastewater treatment, raw materials, bulk tank truck, drum packaging, and rail car loading & unloading. FT, 12-hr shifts (4 days on, 4 days off). Leading specialty chemical firm subsidiary manufactures acrylic polymers. Req good math & reading comprehension skills, 2 yrs chemical plant or related exp. and forklift exp. AA/EOE

# QUALITY CONTROL INSPECTORS (3)

Southwestern Industries, Inc.  
5880 Centinela Avenue  
Los Angeles, CA 90045  
213/776-1125  
Attn: Paula Cisneros / Office Manager

\$6-11/hr DOE, plus xint benefits. Apply in person or send resume, references, and salary history/requirements; RTJJ. NO PHONE CALLS. Perform solder, harness & electronic stuffing inspections; test various manufactured units such as CNC machines; and perform touch up, wiring & assembly of units. Hrs 7-3:30 Mon-Fri. Precision instrument tools manufacturer has representatives nationwide. Requires 2-3 yrs exp in electronic assembly. Must have good communication skills and knowledge in soldering & reading blueprints. Prefer resident within 10 mile radius of plant. EOE M/F/H/V



# Insurance/ Real Estate

# ACCOUNT EXECUTIVE

Garlington Insurance Services, Inc.  
744 San Antonio Road  
Palo Alto, CA 94306  
415/424-0443  
Attn: Meredith Daniel / Vice President

Base salary plus commission & benefits. Call for information; RTJJ. Provide customer service to establish new commercial accounts for pre-advertised business insurance programs. Generate & service unique programs to cover business assets, liabilities & employees. FT opportunity with advancement potential at this national commercial insurance agency in its new Bay Area location. Challenging schedule, 8-5 Mon-Fri. Requires minimum 3 yrs commercial line insurance experience. Property & casualty license preferred. Should be aggressive, personable & self-motivated.

# ADMINISTRATIVE ASSISTANT

A.B.A., Inc.  
2865 Sunrise Boulevard, Suite 205  
Rancho Cordova, CA 95742  
Attn: D. Williams

Salary commensurate with experience, + \$100/mo allowance for cafeteria bft plan after 90 days. Send resume & salary history (no walk-ins or phone calls please). Perform various duties including assisting administrator with quotes & phone duties, processing claims for flexible benefits, and handling customer service and word processing. Immediate opening. Hrs 8-5 Mon-Fri. Corporate benefit planner offers cafeteria plans and writes individual or group health & life ins policies. Req math aptitude and familiarity with IBM PC. Must be detail-oriented, dependable, and like a challenge. CLAIMS BACKGROUND A PLUS. EOE

# How To Disagree Effectively

## TELLING YOUR BOSS HE'S WRONG — Part II

— by Don Michael McDonald —

*It's seldom wise to say "no" to your boss, yet what can you do when he or she makes an "unreasonable" request or asks you to do something that you know won't work or is unethical? In the conclusion of this two-part article we look at some positive ways to express your disagreement. The suggestions presented here are based on the experiences of successful managers from a wide variety of organizations and corporate levels.*

Telling your boss he's wrong can be risky even with the best of bosses, but sometimes doing so is better for both of you. The question is *how*? The most frequently used statements of disagreement are:

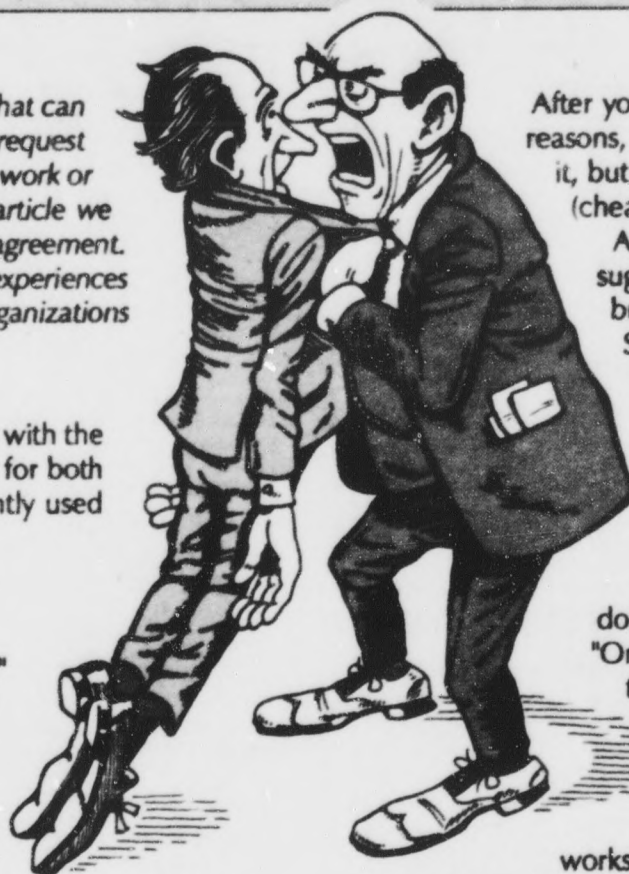
- "No, that won't work; I have a better idea."
- "But that isn't in my job description."
- "That goes against my other boss's directives."
- "I won't do that. It's unethical."

Are there better ways of responding? Here's how our group of managers say they handled similar situations — and survived.

**"That's not my job."** It's better for both you and your organization if your boss doesn't think in terms of job descriptions. You want to encourage him or her to think in terms of purpose — what has to be achieved. Attention should focus on what should be done before it is decided who should do it.

Let's assume that you disagree with your boss. One positive yet honest alternative is to say, "OK, I'll get on it. But you know, Bill does this kind of thing a lot in his job. He has already established contacts and could probably get quicker results for you. Do you mind if I ask him to place these calls?" Here, an offer is made to take the work to the appropriate person. Perhaps, though, your position or work relationship makes that impractical. In such a situation, you might agree to the work, then suggest that your manager take the work to the more qualified or experienced person. Either way, your boss hears that someone else is *better qualified* to do the task, not that you are *unwilling*.

**"That won't work; I have a better idea."** This is close to throwing down the gauntlet. A better response is, "Help me to understand why we are going to do it this way." Notice that there is no implication that you will not do it your boss's way.



After your boss has shared with you his or her reasons, you can say, "If that's what you want, I'll do it, but may I suggest a way that could be faster (cheaper, more efficient, etc.)?"

A labor negotiator told me that she had once suggested an alternative approach to her boss, but he had continued with his original plan.

Shortly thereafter, she was with her boss when he heard that his plan was failing. She leaned over and said, "I think you could still make the deal if we just change this part. . . What do you think?" The change was made and the deal went through. Her second suggestion was actually her original suggestion, but she was wise enough not to say, "Why don't you just do what I said in the first place?"

"Once I presented an idea to a boss who didn't think it would work," recalled another manager. "A few days later, he came back with the same idea restated, acting like it was original." The manager's response? "That's a great idea. I bet it works." Sometimes you must choose between recognition and retaining your influence.

**"That goes against my other boss."** This is a stickier issue, but not an unusual one. What if your boss's boss gives you a directive that contradicts your immediate boss's instructions?

One worker who faced this dilemma relayed his frustration to his immediate boss. "He's higher in the organization than either of us.

What else could I do but throw out what we had been so faithfully working on?"

His boss replied, "If you don't have the authority to say 'no,' then you don't have the authority to say 'yes' either. Your authority comes through the chain." Under the circumstances, the manager told his subordinate, his best response would have been to apologize for his

inability to act and explain that he would review the matter with his immediate boss as quickly as possible.

An employee in another organization told a similar story with a different ending. When asked to take on a key project, he told his boss's boss, "I'll do as you ask, but do you realize that John gave me this other project as a priority?"

"That's not important," was the response. "We need to get on this right away."

"Sure, but would you please help me by putting your request in writing before I switch over to the other project?" Note how, here again, the manager shows a willingness to proceed.

In both cases, it was impossible to bring both the boss's boss and the immediate boss together. In most instances, the best answer is to get them into the same room or on the phone immediately. It is also wise to let the person requesting the change know that there is a conflict. If upper-level communication is not possible before you comply, then you should ensure that your immediate boss finds out as soon as possible thereafter. Remember, too, the conflict is not yours, no matter to which project or boss you feel most committed. You do not have the authority to choose and, as the saying goes, "you cannot serve two masters."

The best approach may differ in each organization, but the approach must always communicate cooperation. You want to position yourself alongside your boss, not head-on.

**"No, that's unethical."** Have you ever had a boss expect the unethical from you? It's not as infrequent an occurrence as we would like to believe. To one extent or another, ethical differences exist in every organization.

*When you are in a position to see what your boss does not, communicate cooperation first, information second, and alternatives third.*

# ASST CLIENT SERVICES COORDINATOR

First Western Medical Group  
1816 Tribute Road, Suite 102  
Sacramento, CA 95815  
Attn: Darlene Maddox

Salary DOE, plus excellent benefits. Send resume. Statewide industry leader in providing top-quality medical evaluations seeks an individual to be in charge of quality control; edit & check grammar of medical legal reports. Hrs 8-5 Mon-Fri. Requires workers compensation experience in an insurance or legal setting; knowledge of medical terminology; and strong workers comp claims background. Must be assertive & detail-oriented. EOE

Be positive about your abilities.

# CASUALTY PRODUCERS (2)

Farmers Insurance  
2875 Moorpark Avenue, Suite 205  
San Jose, CA 95182  
408/244-0111  
Attn: Gail Troy / Owner

Commission only: \$2000-3000/mo potential income. Call for appt; RTJJ. Leads provided to sell casualty insurance by appt in the San Jose area. Independent contractor for Farmers Insurance. FT or PT, flexible hrs. Must have (or be able to obtain) fire & casualty insurance agent license. Requires own transportation. Must be US citizen.



# AGENCY OWNER / MANAGER

Farmers Insurance Group  
8035 Madison Avenue, Building B  
Citrus Heights, CA 95610  
916/966-9088  
Attn: Paul Hook or Doug Dillard

Six-figure income attainable within 2nd year. Call today! Seeking successful people to help become more successful. If you're approaching \$25K/yr or above, you're the one we're looking for. Leading US ins company seeks ambitious, independent self-starter to operate own agency, serving as owner/manager. We'll assist you in establishing a client base and provide training to help you develop a successful business. Unique opportunity to be in charge of all phases of agency ops/development. FT; hrs & days depend on desire to succeed. College degree preferred, but not mandatory. This could be the one!

"Good enough" is only a friend to mediocrity.

continued on page 15



**COMMERCIAL MULTI-LINE RATER**

Andreini & Company  
220 West 20th Avenue  
San Mateo, CA 94403  
415/573-1111  
Attn: Susan McCubbin / Manager  
Competitive salary DOE, plus excellent benefits. Call for more information. Responsible for rating all lines of commercial insurance. Great opportunity for career growth. Hrs 9-5 Mon-Fri. Peninsula brokerage firm offers all lines of insurance. Requires 2 yrs commercial rating experience. Computer exp helpful. EOE

## GUARANTEE SAVINGS

A DIVISION OF GLENDALE FEDERAL

**COMMISSIONED LOAN OFFICER**

Guarantee Savings  
25 East Main Street Mall  
Stockton, CA 95202  
Attn: F. Mandella  
Base salary + commission and competitive benefit program. Send resume and income history. Seeking an experienced loan officer to represent us in the Stockton/Tracy area with our highly competitive loan program. Proactively solicit 1-4 non-construction RE loans through the realtor & builder communities; work w/processing staff to ensure timely closings of loans; and achieve established production standards through sales efforts. FT. Req 2 yrs RE/loan sales exp with a proven sales record, good oral & written skills, and eve & weekend availability. College degree and conventional RE loan exp pref. EOE

**LOAN & INVESTMENT OFFICERS (2)**

Towne & Country Mortgage Company  
4375 Capitola Road  
Capitola, CA 95010  
Attn: Paul Costa / President  
Commission only (paid weekly), medical/dental, vision & life ins available. Send resume or apply in person. RTJJ. Loan agent will work with non-conforming & hard money loans and trust deed investments. Investment officer will work with claims and short-term, high-yield trust deeds. Full-time, flexible; work own hrs & days. Mortgage company has a 10-yr track record. Requires real estate license, high integrity, good work ethics, CDL, insurance, and some related experience.

**LOAN AGENTS (6)**

Northwest Mortgage  
2444 Moorpark Avenue  
San Jose, CA 95128  
408/293-3085  
Attn: Bruce or Lauri  
50% commission on all sales. Call for appt or send resume. RTJJ. Independent contractor will work in the field with realtors, clients and the public. Duties include taking loan applications, new account development, and follow-up for this growing mortgage lending firm. Full-time, 8-5 Mon-Fri or set own hours. Some leads provided. Requires current (or in the process of obtaining) real estate license and a HS diploma. Must have own transportation.

Usually it is considered unacceptable for an applicant to initiate a discussion of salary during the first interview.

**LOAN OFFICER**

Cambra & Associates  
560 Wall Street, Suite H  
Auburn, CA 95603  
916/885-3827  
Attn: Ray Giaccone  
Salary to be discussed (\$35,000 1st-yr earning potential) plus car allowance and medical/dental ins after 6 mos. Call for appt. Call on real estate ofcs & builders/developers to solicit new loans, primarily for single-family residences; handle conventional & govt loans; and discuss refinancing with clients. Full-time flexible hrs & days. 12-yr-old firm has been operating in Auburn 4 yrs and has approved government loan correspondence. Requires real estate license, basic knowledge of financing, and willingness to learn. Must be hardworking, dependable, creative, and able to work independently.

### Insurance Sales Opportunity

Career openings for outstanding persons to grow with an established Life Insurance Company.

- ♦ Excellent starting income
- ♦ Comprehensive training program
- ♦ Liberal fringe benefits
- ♦ Unlimited opportunity & advancement potential
- ♦ Sales exp welcome, but not necessary

If you are ambitious and enjoy selling, call or write in confidence to Ken Napper.

Modern Woodmen of America  
5000 Sunrise Blvd, Suite A-1  
Fair Oaks, CA 95628 (916) 966-9416

**LOAN OFFICER (3)**

Pacific Inland Financial Inc.  
2571-A Main Street  
Soquel, CA 95073  
408/475-2600  
Attn: Jim / President  
Commission only (based on minimum 50% split) paid weekly; employee-paid medical/dental, vision & life ins available. Call for appt. RTJJ. 3.5-yr-old mortgage company seeks individuals to originate loans; solicit own leads from real estate agents; refinance & originate home loans; make loan calls; and interact with real estate agents & clients. Work in San Jose or Soquel. Full-time, flexible hrs & days. Requires real estate license. Must be outgoing, aggressive, and willing to train newly licensed agents.

**LOAN OFFICERS (2)**

Norwest Mortgage, Inc.  
1610 Arden Way, Suite 295  
Sacramento, CA 95815  
916/923-0322  
Attn: John Parra or Steve Jenkins  
High commissions plus medical/dental & life insurance after 90 days. Call for appt or send resume. Call on real estate agents, builders, finance companies, and savings & loan banks; develop prospects through referrals, direct mail, and phone contacts. Protected territories. Full-time positions available in Sacramento & Roseville with one of America's leading mortgage banking firms. Requires a valid CA real estate license and a professional attitude & appearance. Must be a self-motivated self-starter. Prefer 1-2 yrs mortgage banking experience and strong sales background.

## The Prudential

**MANAGEMENT TRAINEE**

The Prudential Insurance Company  
1450 Fashion Island Boulevard, Suite 200  
San Mateo, CA 94402  
415/378-3316  
Attn: Terry Guterres  
\$420/wk plus benefit package. Call for more information. Train for medical claims processing which involves computer work. 37.5 hrs/wk, Mon-Fri. The Prudential offers a full line of insurance. Must have excellent communications skills. Training provided. Bright, highly motivated individuals needed. College graduates are encouraged to apply.

Earnings make an industrious man; saving, a prepared man; giving, a blessed man.

**MARKETING MANAGERS (4)**

San Jose Copa  
1101 So. Winchester Blvd, Bldg A, Suite 103  
San Jose, CA 95128  
408/243-4516  
Attn: Mr. Prieto / Personnel  
Base salary + commissions (\$40,000-60,000/yr avg potential). Call between 9am-12noon for appt. RTJJ. Work in learning environment with emphasis on mgmt skills in ofc supervision, budgeting, and employee recruitment. Advancement potential to own mgmt territory avail. Good opportunity for career-minded individuals with desire for future in finance. FT flexible hrs Mon-Fri. Expanding, national financial marketing firm currently has 300 on staff. Req HS diploma and general sales background. Must be a motivated, career-minded, self-starter with desire to learn & earn. Prefer life & disability license. EOE

**LOAN OFFICERS**

Are you...

1. Finding your present lending institution raising their rates and putting you "out of the market"?
2. Thinking your production could be even greater with a wider product mix?
3. Wanting to quote competitive rates on every program offered?
4. Wishing that you had outstanding office processing support?

If so, call today for a confidential interview with one of the Bay Area's fastest growing, most progressive lenders - The Cal-Bay Mortgage Group. We are looking for loan officers in the Solano/Napa County region. We are a mortgage banker/broker who is never "out of the market", who offers an assortment of loans to suit every need and whose rates are always among the most competitive on every program. Our service is second to none and we are looking for several outstanding individuals who either already excel in the field or who believe they have the potential to do so with the right combination of programs and support. Don't miss this opportunity.

Call Mike Roark at:  
(707) 446-4800

**REAL ESTATE AGENTS**

Help-U-Sell  
2101 Geer Road, #110  
Turlock, CA 95380  
209/667-5400  
Attn: Joe  
\$24,000+ potential commission first year. Call for appt. RTJJ. Agents needed for our new office in a very active area to help handle an over-abundance of leads. Full-time positions available in a relaxed and cooperative working environment. California real estate license required. Further training provided in our new and unique concepts. Newly licensed agents encouraged to apply.

**REAL ESTATE AGENTS (2)**

Sierra Land and Homes  
4131 South Shingle Road  
Shingle Springs, CA 95682  
916/677-9444  
Attn: Tony Escobar  
\$30,000+ /yr commission potential DOE/DOQ, plus benefit package. Call collect for interview. RTJJ. Immediate requirement for qualified real estate agents to establish contacts and market property in Amador & El Dorado Counties with an emphasis on raw land & subdivision sales. Sierra Land and Homes handles all types of RE with specific contact with ranches & land developments in the Placerville & Shingle Springs regions. FT, hrs & days vary based on individual schedule. Must possess CA real estate license and have extensive background in undeveloped & subdivision land sales. EOE

**REAL ESTATE AGENTS (3)**

ERA - Sierra Properties  
1400 Broadway  
Placerville, CA 95667  
916/622-0131  
Attn: Bud Zeller / Broker  
Excellent commission only. Send resume or call for interview. RTJJ. Immediate openings for 3 dependable individuals to train as real estate agents majoring in both land & residential sales. Market all types of real estate for this leading realty agency in El Dorado & Amador Co. FT, hrs & days vary based on schedule. Must possess CA real estate license. We provide comprehensive training. No exp req.

**REAL ESTATE ASSOCIATES (10)**

Gillieran Griffin & Company  
10880 Wilshire Boulevard, Suite 200  
Los Angeles, CA 90024  
213/470-1781  
Attn: Steve Nardi / Sales Manager  
\$75,000+/yr potential based on a progressive commission split. Call for appt or info. RTJJ. As an independent contractor, responsible for home & condominium sales, resales & leasing. Flexible hours & days. Successful mid-size Westwood firm has been in business for 20 yrs. Daily travel in LA area is required. Must have CA Real Estate license, transportation with insurance, and valid CDL. Candidate should be aggressive, dedicated & hard-working. Exp preferred; training provided. Great opportunity for new licensees. Must show proof of right to work. AA/EOE M/F/H/V (#10)

**REAL ESTATE BROKER**

Help-U-Sell  
2101 Geer Road, #110  
Turlock, CA 95380  
209/667-5400  
Attn: Joe  
Up to \$35,000/yr (commission only). Call for more info. RTJJ. Work on residential accounts to help develop the commercial & property management end of the business; develop own projects over the phone. Some local travel to properties required. Franchised office has 2 locations serving Southern Stanislaus & Northern Merced Counties. Well-established, growing business also has advertising support. Full-time work during business hrs (flexible). Req CA brokerage license and at least 2 yrs exp in commercial property mgmt & real estate. Must be people & community-oriented and a hard worker.

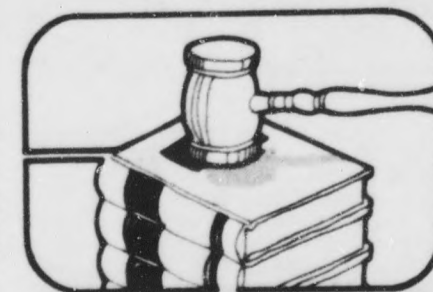
Think about what you can contribute to a company; what you have that will make the employer want you over the other candidates. Always emphasize accomplishments that are relevant to the job for which you are applying.

**SECRETARY**

Trust Deed Exchange  
517-C Mission Street  
Santa Cruz, CA 95060  
Attn: Owner  
\$8/hr (paid bi-weekly). Send resume. RTJJ. Small 4-yr-old mortgage brokerage seeks individual to handle secretarial, bookkeeping, receptionist & computer duties; prepare documentation for real estate loans, escrows & investments; handle computerized loan servicing and calculation of payments; send documents to lenders & investors; and keep track of escrow work. Hrs 9-5 Mon-Fri. Requires some knowledge of computers, good people skills, and a pleasant personality. Real estate license a plus.

**WORKERS COMP CLAIMS EXAMINER**

United States Department of Labor  
O.W.C.P. - 71 Stevenson Street  
P.O. Box 3769  
San Francisco, CA 94119-3769  
415/995-5718  
Attn: F. Faragasso  
\$15,700-19,400/yr to start (potential to the \$30s based on merit & accomplishment) plus benefits. Call or write for application. Adjudicate claims for workers compensation, approving or disallowing compensation to injured civilian employees of the federal government in either CA, NV, AZ, or Hawaii. Position in SF open to college graduates. 40 hrs/wk Mon-Fri. Requires good verbal, written & analytical skills. Interest in medicine & law a plus.



## Legal/ Public Safety

**COMMUNICATIONS OPERATOR**

City of Ventura  
501 Poli Street, Room 200 / P.O. Box 99  
Ventura, CA 93002  
805/654-7853  
Attn: Personnel Office  
\$1735-2109/mo plus excellent bfts. File city application. RTJJ. Answer incoming calls on the emergency telephone system. Process calls and alarms and dispatch police, fire and medical units as required. Req ability to perform effectively while under stress and in emergency situations requiring quick and accurate decisions; knowledge of police and/or fire call receipt and dispatching procedures, terms and codes. Must have good spelling and grammar skills and able to communicate clearly and effectively; and ability to type at a minimum rate of net 30 wpm. AA/EOE

**COMMUNICATIONS OPERATOR**

City of Burbank  
275 East Olive Avenue  
Burbank, CA 91502  
818/953-9724  
Attn: Department of Personnel  
\$2068-2520/mo (includes 7% city-paid PERS contribution) + benefits. File city application. RTJJ. Under general supervision, maintain contact with police and other mobile units in the field, dispatching appropriate units or equipment in response to emergency calls & other communications; and perform miscellaneous clerical work. FT. Req 1 yr recent FT clerical or radio communications work experience, HS graduation or equiv, 25 wpm typing, and valid class 3 CDL at time of appt. Additional qualifying exp may sub for each yr of education up to a maximum 2 yrs. AA M/F/H

**DEPUTY DISTRICT ATTORNEY II**

Nevada County  
Eric Rood Administration Center  
950 Maidu Avenue  
Nevada City, CA 95959  
916/265-1225  
Attn: Personnel Office  
\$2634-3202/mo plus benefits. Submit official county application by 4pm 2/24. Establish paternity of minor children in civil suits; obtain ongoing child & spousal support orders; and enforce all orders using both civil & criminal means. 40 hrs/wk, Mon-Fri. Requires active membership in the CA State Bar; 1 yr experience in the family support division of a district attorney's office OR 2 yrs private practice in family law or debt collection (at least 1 yr of which included trial exp); equivalent to graduation from an accredited law school; and possession of a valid CDL. EOE

**DEPUTY PROBATION OFFICER I - BILINGUAL**

County of Orange  
Hall of Administration  
10 Civic Center Plaza  
Santa Ana, CA 92701  
714/834-2944  
Attn: Personnel Department  
\$1728-2317/mo + benefits. File county app and/or supplemental form. RTJJ. Conduct presentence investigations, prepare court reports, and supervise probation clients (check for compliance with conditions of probation and provide probationers with opportunities for resocialization). FT entry-level position; those successfully completing classroom & on-the-job training may be promoted to Deputy Officer II. Req BA in a behavioral science (combination of education & relevant exp may substitute). Must be fluent in English AND Spanish or Vietnamese. AA M/F/H

Immediate openings in the U.S. Department of Justice at the Federal Correctional Institution - Pleasanton, Dublin, CA. A rewarding career in corrections. Training, travel, excellent promotion potential.

**Federal Correctional Officer**

Starting salary \$16,851.00 plus premium pay for nights, Sundays, and holidays. 3.5 years general experience. P.L. 93-350 - must be under age 35.

**Physician's Assistants**

A rewarding career in the medical field in a correctional facility. Starting salary ranges (depending on qualifications) from \$18,726 per year to \$27,716 per year plus premium pay for nights, Sundays and holidays. Must have completed a course for physician's assistants. P.L. 93-350 - must be under age 35.

Contact personnel office  
(415) 829-3522

USAA is looking for a

## FITNESS MANAGEMENT GROUP

to administer industrial health-related programs in a company-owned fitness center.

The successful group will have recent corporate and/or public fitness center management experience.

Qualified and interested applicants should direct resumes with cover letter to:

USAA  
2241 Harvard Street  
Sacramento, CA 95852-1506

USAA is an Equal Opportunity/  
Affirmative Action Employer





# DEPUTY SHERIFF

Contra Costa County  
Sheriff's Department  
651 Pine Street  
Martinez, CA 94553  
415/646-2400  
Attn: Chester Amis

\$2521-3064/mo (laterals up to \$2803/mo) plus up to 5% educational incentive and 75% medical benefits, uniform allowance, and 20-yr county retirement plan. Call for more information and/or application. Growing department. Numerous promotional opportunities. Wide range of work assignments including patrol, detention, investigation, civil, bailiff, marine, patrol, motorcycle, canine patrol, and various other specialty assignments. No exp necessary. Req HS diploma or GED, driver's license, and no felony convictions. Must be at least 20.5 yrs old. Full training provided. EOE

# DEPUTY SHERIFF TRAINEE / DEPUTY SHERIFF I

County of Orange  
Hall of Administration  
10 Civic Center Plaza  
Santa Ana, CA 92701  
714/834-2844  
Attn: Personnel Department

\$2012/mo (trainee); \$2245-3004/mo (level I); plus vacation, holidays, sick leave, medical insurance, and retirement plan. File completed application materials. RTJJ. Trainees will attend an 18-wk academy to prepare for a FT law enforcement career. Upon appointment to Deputy Sheriff I, perform various duties within the County's adult correctional facilities (maximum, medium, or minimum security). Future assignments could include patrol, harbor, or transportation divisions, or specialized assignments. Immediate need for female deputies, but men may also apply. AA M/F/H

"The best way to predict the future is to invent it."

- Peter F. Drucker

# POLICE DISPATCHER

City of Galt  
P.O. Box 97  
Galt, CA 95632  
209/745-2961  
Attn: Personnel Department

\$1269-1620/mo + xint benefit pkg. Call personnel for info and city application; file app and resume by 5pm 2/17. Under direction of chief of police, receive all incoming calls for emergency assistance and dispatch necessary units; perform a variety of general support duties related to communication activities including, but not limited to radio communication/telecommunication systems, phones, typing, filing, and composition of reports; maintain status of all personnel; and handle emergency calls, warrants, citations, statistics & property. FT shift work. Req HS diploma/equiv. 2-way radio exp desirable. AA/EOE

# POLICE OFFICER (lateral entry)

City of Whittier  
13230 Penn Street  
Whittier, CA 90602-1772  
213/945-8200  
Attn: Personnel

\$2332-3065/mo + benefits including 10 vacation & 12 sick leave days/yr, 11.5 holidays, medical ins, retirement & credit union plans, and 9% PERS. File city application; RTJJ. Under supervision, perform law enforcement & crime prevention work, control traffic flow, and enforce state & local traffic regulations. City is 13 miles east of LA (population 70,000). Must be 21 yrs old and have HS diploma or equiv. 2 yrs FT exp with a CA law enforcement agency, good eyesight, normal weight/height proportions, Basic POST certificate, valid CDL, and clean DMV. EOE H

# POLICE OFFICERS

Oakland Police Department  
455 7th Street, 1st Floor, Room 120  
Oakland, CA 94607  
415/273-3338  
Attn: Recruiting Unit

\$2345/mo during 21-week training academy; \$2481-2991/mo after graduation + excellent bfts, 3-5 wks vacation, & \$500 uniform allowance. Call or apply in person (refer to this ad). Patrol designated areas protecting people & property, respond to emergency calls, & related duties in full-service police dept providing a variety of special svcs. FT, 5 days/wk. Req HS diploma or GED, min 21 yrs of age, weight proportionate to height, vision 20/100 correctable to 20/20 in one eye and 20/30 in the other with no color deficiencies, & valid Class 3 CDL. Must be US citizen with no felony convictions.

# POLICE RECORDS TECHNICIAN

City of Burbank  
275 East Olive Avenue  
Burbank, CA 91502  
818/953-6724  
Attn: Department of Personnel

\$1800-2192/mo (includes 7% city-paid PERS) plus benefits. File completed city application materials. RTJJ. Under supervision, perform a variety of clerical and radio communications work of average complexity on a rotating shift; assist police officers in booking, searching & transporting prisoners; and perform related duties as required. FT. Requires 1 yr recent clerical office experience or 6 mos exp in the city's work trainee program and HS graduation or equiv. Must type 35 wpm and have a valid class 3 CDL at time of appointment. AA M/F/H

# STRICTLY BUSINESS

## HOW TO KEEP RUMORS FROM RUINING YOUR WORKING RELATIONSHIPS

There has been a spate of new books and articles that give advice on how to meet a potential lover or spouse at work. We think this is the worst idea imaginable unless you think political suicide sounds like fun. Suppose, however, that your goal is political; that is, you want to establish a collegial rather than a romantic or personal relationship with a key player who happens to be a member of the opposite sex. You and he/she have already identified mutual business needs and goals. You work exceedingly well together. What's the best way to build a relationship that will withstand political scrutiny?

**Agree on goals.** Unless both people are committed to a working partnership, there will be trouble. If you believe it's strictly collegial, but he/she thinks it might begin to blossom into romance, the organization will have a field day. Don't assume your intentions are obvious; discuss them frankly and negotiate. A man and woman who work closely together need to establish the ground rules.

**Treat your colleague as an equal, regardless of rank.** This may seem obvious, but few people do it. For example, nobody will gossip about the male boss and his female assistant - or vice versa - if it's obvious that their relationship is one of equals working on common goals. At the least sign of flirtation, however, the grapevine will shift into high gear.

**Conduct business as openly as possible.** Nothing fuels speculation like a closed door. The only conspiracy may be to keep the gossips from eavesdropping, but a closed door invites speculation. Once the gossip starts, denials will have zero net effect. As the professional code of CPAs enjoins, there must not only be absolute propriety, there must be no appearance of impropriety.

A collegial relationship must be non-possessive enough so that each partner has other close relationships. This is a little understood aspect of office politics. It's not the sex of the players that causes problems in relationships so much as the exclusivity. If Mary and John always work together on major fund-raisers, no problem; but when Mary and John never include anyone else for the practical reason that they don't need anyone else, they've created a power block. Everyone else must work around it. It's efficient, but political dynamite. Others assume that he and she act as a political unit. That means not one person but



two must be persuaded and convinced on every issue. Successful office politics demand that each player act individually.

**After-work socializing must be with the gang.** We believe that the two of you are merely

continuing your work-related discussions at the local watering hole, but we're dead certain the rest of the office won't. Don't put them to the test. Four people together or, even better, six, do not excite much comment. (More than that and you'll have another problem: People will wonder if the group is planning a coup d'etat.)

**Everyone must be able to see how the relationship helps the organization.** If no one can understand why Mary and Ted spend

so much time together (i.e., it's not logical because others doing the same jobs don't work that closely), they'll suspect personal rather than professional goals. The logic to a relationship must be obvious if the organization is to accept it.

Is establishing more than a casual working relationship with a co-worker of the opposite sex worth it? Any number of sociologists have speculated on the social needs people bring to the work-

place and how they meet them. Remember Noel Coward's quip that "Work should be more fun than fun"? For many of us, relationships increase both productivity and the pleasure in getting the result.

Still, these relationships will always be much more closely scrutinized by the organization - individually and collectively - than those with the same sex. If you're accused of being more than ordinarily "fond" of Ted or Mary, don't defend. Nobody will believe you. A purely collegial relationship requires no defending. Instead, say, "Yes, we work very well together. His/her support was absolutely necessary to getting the last project out on time."

If you and your colleague cross the line into a personal relationship, one of you ought to find a different job or end the relationship. (In our experience, the latter almost never happens.) Otherwise, you'll create insuperable problems for the organization and undermine two careers.

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For a complimentary copy of Kennedy's Career Strategist newsletter write:  
1153 Wilmette Avenue, Wilmette, IL 60091.

Keeping abreast of new developments in your field is essential to getting and keeping a good job. Don't allow yourself to slip behind. It's easier to keep up than to catch up.

# POLICE DISPATCHER

Career opportunity with the  
City of Healdsburg Police Dept.

\$1583-1924/mo + 4% PERS

Operate police radio & teletype equipment; dispatch equipment & personnel. Reqs minimum 3 yrs dispatching and/or clerical experience.

Request application from:

Personnel Office, 126 Matheson St,  
Healdsburg, CA 95448

(707) 431-3322

Deadline 2/22/89

EOE M/F/H



# SECURITY GUARDS

Wells Fargo Guard Service  
188 Embarcadero, Suite 410  
San Francisco, CA 94105  
415/777-5285  
Attn: Personnel

\$5.25/hr AND UP + full bfts at some job sites, and life ins for FT employees. Call for appt or apply in person. Provide unarmed, on-site foot patrol for private commercial & industrial property; complete daily logs & incident reports. Full & part-time and on-call; all hrs, shifts & days available with flexible schedule. National company (est 1852) founded the original Pony Express and employs 200 at our SF & OAKLAND branches. Must be 18+ yrs old, have CDL, reliable transportation, social security card, own phone, no criminal convictions, and pass 5-yr background check. No exp req; will train.

# SECURITY OFFICERS

Russian River Property Patrol  
P.O. Box 227  
Guerneville, CA 95446  
707/387-9378  
Attn: Liz or Harold

Over minimum wage DOE/DOQ; entry-level position. Call for appt: RTJJ. Established security company serving all of Sonoma, Lake, and Mendocino Counties needs people to protect properties, detect criminal activities, report incidents, and keep written daily log reports. Hrs and days (mostly evenings & weekends) to be discussed at interview. Exp not necessary; training provided.

# SECURITY OFFICER

Vanguard Security Services  
3951 Performance Drive, Suite A  
Sacramento, CA 95838  
Attn: Receptionist

\$5-6.51/hr depending on site plus supplied uniforms, medical/dental & vision insurance, 1 wk vacation after 1 yr, and credit union. Apply in person. Work for Sacramento's largest contract security firm. Observe, secure & report activity in shopping malls, business offices, hospitals, and industrial sites; file daily activity & incident reports. No weapons required. Full or part-time; hrs & days depend on site. FLEXIBLE HRS TO FIT COLLEGE SCHEDULE. Requires own transportation and in-residence telephone. Must be at least 18 yrs of age. No experience necessary; will train.

# SECURITY OFFICERS (B)

Pedus Security Services Inc.  
3500 West First Street  
Los Angeles, CA 90004  
213/251-0235  
Attn: Personnel Department

\$5+/hr DOE/DOQ, plus 1 wk vacation after 1 yr, holidays, and medical ins after 90 days. Apply in person between 9-3 Mon-Fri (bring CA identification & SS card) or call for more info: RTJJ. Provide protection for people & property. Full-time, all shifts available. Security company, in operation 10 yrs, has 4 offices in CA and over 1,000 employees. Must have good hearing & eyesight. No experience necessary. State guard registration a plus. Req US citizenship or right to work. Uniforms provided. EOE

# SECURITY OFFICER

J W & A Security Service, Inc.  
300 Harris Avenue, Suite H  
Sacramento, CA 95838  
916/921-2422  
Attn: Julie

\$4.50/hr to start plus uniforms provided, paid vacation, medical/dental ins, and credit union. Apply in person. Provide on-site security svcs to residential & industrial clients and complete daily activity & incident reports. Uniformed position reqs no weapons. FT/PT swing or grave shift, 8 hrs/day average. Large, locally owned professional security service offers advancement opportunities and preferred/permanent site assignments. Req HS diploma/GED, in-residence phone, and reliable transportation. Must be free of criminal convictions and 18+ yrs old. Stable work history/military svc a plus. Paid training.

For the person who hasn't decided on what career path to follow, temporary work can provide a window on the working world. "Temping" provides the opportunity to test a market or see a business from the inside, without making a long-term commitment.



**SECURITY OFFICER**

American Protective Services, Inc.  
2801 Pinole Valley Road  
Pinole, CA 94564  
415/758-1503  
Attn: Personnel

Earn up to \$6.25/hr after training depending on assignment. + bfts after 90 days (for FT). Call 9-5 Mon-Fri for info. Work for top mgmt at the finest office complexes, manufacturing plants, and refineries. Responsible for sophisticated control rooms, gate duties, and inside/outside walking patrols. No weapons. Will train for positions in CONTRA COSTA & SOLANO COUNTIES with Bay Area's leading & highest-paying security specialists. Req ability to work all shifts & weekends. Must be 18+, have own phone, reliable transportation, CDL, and references. Vets must have DD214. V/EOE

**SECURITY OFFICERS**

Duber Security Inc.  
1970 Broadway, Suite 600  
Oakland, CA 94612  
415/653-1282  
Attn: Office

\$6.50-8/hr + double-time for holidays and \$125 bonus for successfully completing 120-day probation. Benefits include 1 wk vacation after 1 yr & medical ins for FT employees, and 2 floating holidays. Apply in person between 9-3 Mon-Fri. Perform foot & some vehicle patrol (mostly hospital facilities), maintain daily logs, and file incident reports. FT, PT & call-in, all shifts avail. Well-known, respected security company has branches throughout CA, AZ & NV. Req valid guard card & CDL, verifiable refs, 24-hr working phone, and reliable car. Must be 18+ yrs old. Security/military exp a +.

**SECURITY OFFICERS**

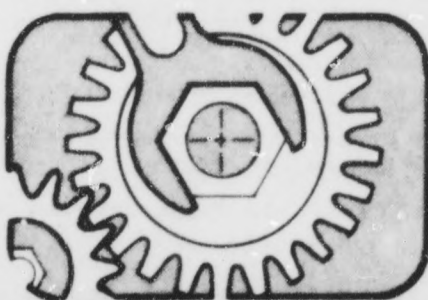
Golden West Security, Inc.  
8037 Fair Oaks Boulevard, Suite 100  
Carmichael, CA 95608  
916/944-1831  
Attn: Sid Sontag or Monte Leahy

\$4.50-5.50/hr depending on location; uniforms provided. Call for more information. Go with the best with Golden West! Provide unarmed, on-site foot & mobile patrol at various industrial, commercial & private properties throughout the greater Sacramento area. Full or part-time, evening & night shifts available. Security company is owned & operated by a full-time peace officer. Must be 18 or older, pass a background check, and have an in-home telephone, valid driver's license, reliable transportation, and car insurance. No experience necessary; will train.

**SENIOR BUILDING & SAFETY INSPECTOR**

City of Culver City  
977C Culver Boulevard  
Culver City, CA 90232-0507  
213/202-5751  
Attn: Personnel Department

\$2896-3525/mo + city-paid PERS, vacation, sick leave, holidays, and medical/dental & life ins. File city app. RTJJ. Management position in the Fire Department. Supervise building & safety inspectors, enforce bldg, electrical, plumbing, heating, refrigeration & housing codes; and make more difficult inspections. Requires knowledge of pertinent bldg codes & ordinances; building, fire, electrical, mechanical & plumbing codes & ordinances enforced by city; and principles & techniques of bldg inspections & materials. Must be a HS grad with minimum 2 yrs bldg inspector experience and valid CDL at time of appt. EOE



## Mechanical/ Service & Repair

**AUTO BODY & PAINT JOURNEY-PERSON**

City Towing & Body Shop  
1105 East Williams Street  
San Jose, CA 95116  
408/297-2212  
Attn: J.R. / Owner

Base rate of \$10/hr DOE/DOQ. Call for appt. RTJJ. This established independent towing & body shop seeks an experienced body and paint person who can prepare paint, repair and restore damaged cars & trucks. Hrs 8-5 Mon-Fri. Requires 4 years auto body & paint experience. Must have own tools.

**AUTO GLASS MECHANIC**

Western Mobile Glass  
840 Barstow  
Clovis, CA 93612  
209/299-0771  
Attn: Tony Flores

\$7-10/hr DOE plus full medical, dental & life insurance. Call for appointment. RTJJ. Install windows in cars & trucks. 40 hrs/wk (between 4-6 days). Glass company has been in business since 1975. Must be dependable and have 3-5 yrs auto glass installation exp, own tools, CDL, and DMV printout.

**AUTO GLASS INSTALLER**

Classic Glass Company  
917 Water Street  
Santa Cruz, CA 95062  
408/426-3675  
Attn: David Rasmussen / Owner

\$7-10/hr DOE. Call for more information or apply in person. RTJJ. Install windshields and other glass products in automobiles & trucks. May lead to management position. Hrs 8-5 Mon-Fri. Well-established, growing company in operation since the 1930s, has 8 employees. Requires minimum 1 yr experience as auto glass installer. Must have good communication skills. EOE

**AUTO MECHANIC**

Eastmont Automotive Service  
7250 Bancroft  
Oakland, CA 94605  
415/635-1301  
Attn: Eugene Kim / Owner

\$10-15/hr DOE, plus uniforms, vacation, and medical insurance. Call for appointment or apply in person. Perform all phases of mechanical service & repair on cars & light trucks (mostly domestic vehicles) including smog checks/adjustments. 40 hrs/wk, schedule to be determined; shop is open from 8-6 Mon-Sat. Growing 3-yr-old business has 8 service bays and seeks person who can grow with us. Requires at least 3 yrs professional experience in all aspects of automotive repair, and own tools. Smog license preferred.

"I find the great thing in this world is not so much where we stand as in what direction we are moving."  
— Oliver Wendell Holmes

**AUTO YARD MANAGER**

Superior Auto Body  
7933 East 14th Street  
Oakland, CA 94621  
415/568-5617  
Attn: Ed Walker / President

\$28,000+/yr DOE, plus on-site 2-bedrm apartment with garage at minimal cost. Benefits include vacation and medical/dental ins. Call for more info or send resume. RTJJ. IMMEDIATE OPENING. Supervise 4-5 parts pullers in auto dismantling yard. Responsible for computerized inventory control, occasionally help parts pullers and assist customers. Hrs 8-5 Mon-Sat. Body & detail shop has a wrecking yard that serves the public. Req some exp managing an auto service or parts related business. Must have good people skills & not be afraid to jump in when the need arises. Computer skills or inventory knowledge a plus.

**AUTOMOTIVE COMPONENT INSTALLER (2)**

Auto Stereo Radio  
2013 University Avenue  
Berkeley, CA 94704  
415/843-4615  
Attn: Russel

Good salary DOE/DOQ, plus 1 wk vacation after 1 yr. Call for more information or apply in person. Install stereos, speakers, alarms & cellular telephones in cars & light trucks; involves cutting holes, disassembling portions of interiors, and wiring & mounting components. If qualified, will design & install high-end equipment. Hrs 8:30-5:30 Mon-Fri plus occasional overtime. Company caters to dealers & the public and does insurance company jobs. Requires some installation experience and knowledge of basic automotive electronics. Own tools preferred.

**AUTOMOTIVE MECHANICS**

Econo Lube & Tune  
Sacramento, CA 95825  
916/483-2719  
Attn: Manager

Better-than-average salary DOE/DOQ, plus uniforms; other benefits to be discussed. Call for appointment. Perform essential service & repairs on automobiles & light trucks, including tune-ups, brake jobs, and smog checks. Work in one of our 5 Sacramento area shops. Full-time; hrs & days to be determined (shop is open 7 days/wk). Company is constantly growing and is ready to reward the right person with advancement opportunities. Requires some professional mechanic experience or vocational training, exp doing tune-ups & brake jobs, and own tools. Smog license preferred.

**F.B. Hart**

Currently has numerous openings for experienced journey-level diesel and truck body mechanics.

Requires 5 years minimum exp.  
Excellent salary & good benefits.

Call the service department  
**(916) 441-6151**

Mention you saw the ad in  
California Job Journal

**AUTOMOTIVE TECHNICIAN**

McLaughlin Ford  
1650 Grass Valley Highway  
Auburn, CA 95603  
916/823-6591  
Attn: Larry Steuckrath / Service Manager

Excellent salary plus holidays, medical/dental insurance, vacation, pension, and profit sharing. Call for more information or send resume. Perform diagnostic testing & repair of electronic systems including electronic engine controls (EEC) on Ford cars & trucks. Hrs 8-5 Mon-Fri. Located 'above the fog' in the beautiful Sierra Nevada foothills, well-established dealership has a service department with a low turnover rate. Requires class A smog cert, EEC training, Ford experience, and diagnostic abilities. ASE cert and Jeep Eagle exp a plus.

**Brake, Front-End, Alignment Mechanic**

Big O Tires  
3500 Foothill Boulevard  
Oakland, CA 94601  
415/533-9574  
Attn: Todd or Darrin

\$20,000-36,000/yr (salary & commission) + 1 wk vacation after 1 yr (2wks/2yrs) & holidays; sick leave & medical/dental/vision ins after 3 mos. Send resume/apply in person. RTJJ. Perform disc & drum brake jobs, repair/maintain front ends, and align wheels using computerized equipment. Xint career opportunity for right person. Hrs 8:30-5:30, 5 days/wk (between Mon-Sat). Work for one of the nation's top 10 Big-O stores. Shop has the highest-volume service dept in Northern CA and plenty of work! Req own tools. Prefer ASE cert in brake/front-end work (will consider at least 2 yrs experience in brake/front-end work).

## Valentine Vacancy

**FIANCE DIRECTOR - 3/4 TIME (WALTZ)**

City of Bliss  
One Union Way  
Bliss, WY 82007  
800/WEDDING  
Attn: Personal Department

We request the honor of your presence in this engaging position. Reception of app invited by Wed 3/1, or ring for details (and de tux). We propose to make a match asap. A marriage of many duties, this union job is not a piece of cake. Must take license at times, yet not altar procedures. Req a commitment to join together with staff in catering to demanding clientele; must rise to the occasion. The best man for the job will be well-groomed, vow to do his work without undue ceremony, have a bouquet of gifted talents including knot-tying & toast-making abilities, and holy love his work. M + F

**CAR AUDIO TECHNICIANS (2)**

Al & Ed's Auto Sound  
1171 North Tustin Avenue  
Orange, CA 92667  
714/771-1188  
Attn: Phillip Goldstein / Custodian

\$275/wk draw DOE/DOQ, plus 33% commission on labor; 1 wk vacation after 1 yr; holidays and sick leave after 90 days. Call for appointment or send resume. RTJJ. Install security, audio, stereo, cellular phone & amplifier systems, and perform electronic troubleshooting (req some lifting up to 30lbs). Hrs 9-6 Mon-Fri & 9-2 Sat. Established in 1954, company now has 23 shops. Requires HS diploma, background in car audio systems installation & troubleshooting, and CDL. Must be motivated, hardworking, and enthusiastic. EOE M/F/V

**ELECTRONICS REPAIR TECHNICIAN**

Hi-Tech Unlimited  
4777 North Blackstone  
Fresno, CA 93726  
209/224-4444  
Attn: Front Desk

Salary DOE (paid weekly) plus medical & dental insurance, vacation, sick leave and store discounts after 90 days. Call for information and/or application and schedule interview. RTJJ. Previous work experience references required. Hi-Tech Unlimited is a computer & electronics store. Hrs 10-6 Mon-Fri. Requires varied background in electronics related to burglar alarms, multi-line telephones, IBM PC computer repair, and coin-op video games (e.g. Pacman). Minimum 3 yrs experience in electronic repair a must.

**ELECTRONICS TECHNICIAN**

Frontier Services  
3141 Bechelli Lane  
Redding, CA 96002  
916/221-7457  
Attn: Homer Fagen / Services Supervisor

\$6.50-8/hr DOE. Call between 9-6 for appt or send resume. RTJJ. 10-yr-old company seeks individual to perform electronic repairs & troubleshooting on televisions, VCRs, and stereo equipment. Hrs 9-6 Mon-Fri. Requires 4-5 yrs journey-level experience. Must be willing to work. Knowledge of camcorders helpful, but not required.

**ELECTRICAL MAINTENANCE MECHANIC**

Rohm and Haas California Inc.  
25500 Whitesell Street  
Hayward, CA 94544  
Attn: J. B. Boiden

Competitive salary plus excellent benefits. Send resume. Maintain all plant electrical systems including motors, motor controls, lighting systems, and relay logic systems. Hrs 7-3:30 Mon-Fri. Leading specialty chemical company subsidiary is a manufacturer of acrylic polymers. Requires minimum 3 yrs experience; good working knowledge of electrical & electromechanical systems/devices; ability to do minor installation & modification and troubleshoot 480 V 3-phase power systems; and desire & ability to learn other maintenance skills. AA/EOE

## HONDA

**HONDA TECHNICIAN**

Boas Honda of San Francisco  
10 South Van Ness Avenue  
San Francisco, CA 94103  
415/441-2000  
Attn: Ken McCully or Ed Nielson

Competitive salary plus union benefits, bonus program, vacation, holidays, sick leave, and medical/dental, vision & life insurance. Call for appointment. Full-line technician needed to perform all aspects of service & repair on Honda automobiles, and smog checks/adjustments. Full-time; hrs & days are somewhat flexible. Exclusive Honda dealership has one of the highest volumes in Northern CA and a convenient downtown location near BART & bus lines. Requires Honda factory training, some dealership service department experience, and own tools. Smog certification preferred.

**HYAC MECHANIC**

Rancho Santiago College  
17th Street at Bristol  
Santa Ana, CA 92706  
714/667-3320  
Attn: Personnel

\$2039-2602/mo DOE/DOQ, plus excellent benefits including vacation, holidays, sick leave, and medical/dental, vision & life insurance. Call for application. Coordinate & perform skilled electrical & mechanical work; and install, maintain & repair refrigeration, heating, and air conditioning equipment. Hrs 8-5 Mon-Fri. Community college serves approximately 29,000 students. Must have journey-level experience and a high school diploma or equivalent. AA/EOE

**INSTRUMENT MAINTENANCE MECHANIC**

Rohm and Haas California Inc.  
25500 Whitesell Street  
Hayward, CA 94544  
Attn: J. B. Boiden

Competitive salary plus excellent benefits. Send resume. Maintain all plant pneumatic and electronic instrument & control systems. Hrs 7-3:30 Mon-Fri. Leading specialty chemical company subsidiary manufactures acrylic polymers. Requires experience or technical training in both electronic & pneumatic instruments; ability to install, calibrate, troubleshoot & maintain process instrumentation; basic knowledge of PLC and/or computer control systems; and desire & ability to learn other maintenance skills. AA/EOE

**Tact —**  
the sense to close your mouth  
before someone else wants to.

**MAINTENANCE MECHANICS (4)**

Guardian Industries Corporation  
11535 East Mountain View Avenue  
Kingsburg, CA 93631  
209/896-6400  
Attn: Personnel or Employee Relations

\$11.78/hr plus medical, prescription, dental, life & disability insurance, retirement and savings plan. Bonuses for safety, attendance & plant performance given. Apply in person or by mail. RTJJ. Applications reviewed before appt. Troubleshoot & repair industrial & electrical machines; and perform welding & fabrication in a modern float glass manufacturing plant. FT, rotating shifts. Req 5+ yrs experience in industrial maintenance and other related fields. HS diploma or equivalent a must.

**MECHANIC / FOREMAN**

Sanders Automotive Service  
111 East Street  
Woodland, CA 95695  
916/666-5411  
Attn: Rich Sanders / Owner

\$27,000/yr base salary plus commission & benefits. Send resume. Career opportunity for someone to lead by example; easily interact with colleagues, peers & upper management; and positively motivate mechanics. Hrs 8-5 Mon-Fri. We need someone experienced in auto/light truck repair. Experience should include diagnosing drivability problems, computer command control systems, air conditioning, carburetor & fuel systems (including fuel injection), and electrical systems. Must be attentive to details and well-organized.

**RV TECHNICIANS (2)**

Almaden RV  
1569 Almaden Expressway  
San Jose, CA 95125  
408/289-9442  
Attn: Kathy or Don

\$9-12/hr DOE. Apply in person or call for appt. RTJJ. Duties include all phases of service & repair for all types of recreational vehicles, motor homes, campers, and trailers. Almaden RV is solely an RV service & repair shop. FT, 8-4:30 Mon-Fri. Req at least 2 yrs exp servicing RVs.

**VOLVO TECHNICIAN**

Ed Barwick Chrysler, Plymouth, Volvo  
333 Soscol Avenue  
Napa, CA 94559  
707/224-3166  
Attn: Roger Watt

Salary DOE/DOQ, + excellent benefits including 1 wk vacation after 1 yr, holidays, sick leave, medical insurance, and profit sharing. Send resume. RTJJ. Perform general repairs & maintenance on Volvo passenger vehicles for one of Northern CA's largest dealerships. Beautiful wine country location. Hrs 8-5 Mon-Fri. Requires 3 yrs experience in Volvo repair & maintenance, and own tools. Prefer knowledge of experience in electrical systems and/or transmission repair. ASE certification and/or smog license desired. Factory training provided.



## Medicine/ Health Care

**ASSISTANT DIRECTOR OF NURSING (temp)**

Willow Tree Convalescent  
2124 57th Avenue  
Oakland, CA 94621  
415/261-2628  
Attn: Vicki Fields / Administrator

Competitive salary DOE, plus excellent benefits. Call for appointment or send resume. Working directly under the DON, schedule & supervise nursing staff. Full-time, flexible day shift; temporary. 82-bed SNF has a great working environment and offers a challenging opportunity for the right professional. Requires RN license and knowledge of Title 22. Must be motivated & dedicated. EOE

**ASSISTANT DON - RN**

Valley Skilled Nursing Facility  
2120 Stockton Boulevard  
Sacramento, CA 95817  
916/452-6631  
Attn: Facility

Competitive salary plus benefits. Call for appointment. Excellent opportunity for an enthusiastic, self-motivated person in a long-term care facility. Full-time hours to be arranged. 59-bed facility has a friendly, progressive environment. Requires Calif RN license, supervisory experience, and good organizational skills. EOE

**Director of Nurses**

If you are interested in a  
challenging position with:

- ♦ Medicare utilization
- ♦ Comprehensive rehabilitation
- ♦ Competitive salary & benefits package

In the beautiful Sierra Foothills

Contact the Administrator

**Hilltop Manor**

12225 Shale Ridge Rd.

Auburn, CA 95600

(916) 885-7511

EOE



#### COLLEGE NURSE

Los Rios Community College District  
1919 Spanos Court  
Sacramento, CA 95825  
916/920-7912  
Attn: Faculty Recruitment Section  
\$24,338-38,171/yr depending on ed & exp. Call or visit office (7:30-2 Mon-Fri) for more info and application; file by 3/6. Develop & implement a program of health services for all students & employees; maintain an up-to-date knowledge of nursing materials, methods & procedures, and maintain high standards of professional conduct & ethics. FT, tenure track; minimum 35 hrs/wk on campus and 7 hrs/day in health svcs ofc unless otherwise assigned. Req current, valid Calif RN license; CA public health nursing cert; MS or BS degree in nursing with 2 yrs work exp. and a CA Community College health svcs credential. AA/EOE

#### COUNSELORS (3)

Savage & Taylor Associates  
900 5th Avenue, Suite 202  
San Rafael, CA 94901  
415/454-5903  
Attn: Pat or Darrell  
\$12,500-17,000/yr DOE/DOQ. Xint bft pkg available immediately upon hire. Call for appt & info or send resume: RTJJ. Train developmentally disabled adults for innovative Marin County agency providing specialized residential & day services. Work in home & community setting to facilitate daily living activities including recreation, domestic management, and community integration. FT & PT positions avail w/ flexible scheduling, shift work, and/or overnight stays. Must be responsible, reliable & enthusiastic. 1+ yrs exp with developmentally disabled population and CDL preferred. Ongoing training provided.

Career success depends more  
on **Attitude** than **Aptitude**.

#### DENTAL FRONT OFFICE COORDINATOR

All American Smile  
Oakland, CA 94612  
415/451-3968  
Attn: Mary  
Salary DOE; excellent benefits offered. Call for more information. Check patients in & out, set appointments, and answer phones. Hrs 8-5 Mon-Fri. Busy, fully-staffed, fun-loving office has 2 full-time doctors. Located 1 block from BART. Requires dental front office experience and good people, phone & organizational skills. High energy a must to complement our diverse staff.



If you are looking for a career opportunity in a financially strong, growing, retail optical company with an extensive training program geared for success, call Site For Sore Eyes.

We have FT positions available in our San Francisco Bay Area locations:

- ◆ Finishing Lab Techs
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Excellent compensation package with liberal bonus incentives and benefit package.

**Site For Sore Eyes**  
Call for interview  
(415) 568-2437

## PHARMACISTS

*Make A Change  
For The Better!*

An EXCELLENT work environment and potential for advancement within our dynamic company is only the beginning. Consider a full or part-time position in one of our beautiful locations in the Bakersfield, Fresno, Anchorage, or Sacramento areas and you'll enjoy annual paid vacation, medical & dental plans offered after short-term employment, and a profit sharing plan that's fully funded by the company!

If you're a registered pharmacist, here's a terrific opportunity to make a change for the better in 1989!

Contact Kim for an appointment at:

(209) 225-7113



**LONGS  
DRUG  
STORES**

# Tellers Cash in on Banking Opportunities



## CAREER CLOSE-UP

**G**ood customer relations are important to every business. In the banking industry, it's the tellers who most often provide the assistance customers need with their transactions. Anna Carpineta, vault teller at the Placer Bank of Commerce and a 12-year veteran in the industry, understands her important role in providing good customer service. "When a person comes to a bank," she says, "they speak with a teller first, not the president. The teller gives that first impression."

#### THE JOB:

Tellers receive and pay out money, keep records, and perform the necessary paperwork involved in various banking and other financial transactions. They work in banks, business credit offices, and other financial institutions including savings & loan associations, personal finance companies, and credit unions. Their tasks vary with the individual employer and the size and type of institution. In addition to routine duties, tellers help build good public relations for their employers by providing prompt, efficient, courteous, and personalized service to customers, and help increase business by suggesting or promoting additional products and services. A good working knowledge of the employer's service is therefore very important.

In small banks and most savings & loan associations, "all-purpose" tellers perform a variety of tasks. "Working at a small bank gives you a family-type atmosphere," says Carpineta. However, in large banks and other financial institutions, tellers are often assigned to one type of

#### WORKING CONDITIONS:

Most banks and financial institutions have modern equipment and furnishings. Working conditions for tellers are pleasant and involve constant contact with the public. They must be able to work well with other personnel and should like meeting people. "I enjoy working with the public," states Carpineta. "Customers love it when you know them by name, and they enjoy having a familiar face giving them the service they need."

Tellers may experience occasional pressure because of the need for careful work and prompt service to lines of customers during peak banking hours. The work also involves standing for long periods of time. However, the job is not without its rewards. Stacy O'Keefe, an account specialist with the Great American First Savings Bank for over 4 years, explains: "There's a personal satisfaction when you have helped a person solve a problem or choose a certain bank service that is beneficial to them."

#### EMPLOYMENT OUTLOOK:

In 1986, there were approximately 85,000 tellers in California. Most job opportunities are being created as the population increase causes banks and other institutions to improve and expand their facilities. Moderate turnover, the trend toward using more part-time help, and the need to replace workers who leave the labor market for various reasons will account for many additional job openings. "There is a shortage of tellers because of the high turnover," adds Carpineta. "Most people cannot afford to work just 20-30 hours per week."

Employment opportunities are best for applicants with six months to one year experience. However, opportunities are usually available for trainees with the necessary aptitudes and skills. The outlook for part-time workers to help serve the increased numbers of customers during peak hours is also favorable. Most part-time tellers work in commercial banks and savings & loan associations.

#### WAGES, HOURS, AND FRINGE BENEFITS:

Salaries depend on the size of the financial firm and the work experience, formal education, ability, and initiative of the employee. Pay also varies by geographic location and is usually higher in metropolitan areas. Starting salaries paid by banks, savings & loan associations, and credit unions range between \$750 to \$1000 per month. Tellers with a minimum of six months to one year experience receive around \$900 to \$1600 monthly. Wages of tellers with the most responsibilities, including some supervising, range from \$1000 to \$1800 a month.

Many financial institutions are hiring a greater percentage of tellers for part-time work in order to maximize efficiency - otherwise the normal workweek is 40 hours, Monday through Friday. In metropolitan areas, tellers are required to work late on Friday, and sometimes a half day on Saturday.

Fringe benefits include paid vacation, holidays, sick leave, retirement benefits, and group life, health, and dental insurance. Yearly bonuses, profit sharing, and free or reduced rates on financial services and loans are fairly common. Most banks pay all textbook and tuition costs for successful completion of job-related courses at local colleges and the American Institute of Banking (AIB). Credit unions may not offer such extensive fringe benefits.

Continued on page 13

*"When a person comes to a bank,  
they speak with a teller first, not  
the president. The teller gives  
that first impression."*

transaction and may have special job titles.

For example, one teller handles transactions for clients who have made loans, others sell foreign currencies and travelers' checks. Some accept payments for utility bills, others payments for Christmas Club accounts. Some are responsible for the issuance and collection of customers' notes, while others open new accounts. Commercial tellers, also called paying and receiving tellers, are the most common. They verify customers' identification, account balances, and signature.

When accepting deposits, tellers check the accuracy of deposit slips and enter the total in customers' passbooks and on deposit receipts.

Before customer service hours, tellers receive and count daily cash supply needs. They arrange monies received by denomination in cash box and coin dispensers. After banking hours, tellers are required to total amounts deposited, count cash on hand, and balance the day's accounts, using a teller machine. They sort checks and deposit slips and return cash to the vault.

Credit union tellers have a variety of duties. They spend less time at the window and more time on clerical and bookkeeping tasks than bank or savings & loan tellers do, because more business is by mail or payroll deduction. Credit union tellers often receive money directly for loan payments or purchase of credit union shares. They also cash checks and interview applicants for membership or loans.

Tellers operate calculators, computerized equipment, and other office machines. They make change, total deposits, and compute financial fees, interest, exchange value collection, discounts, and service charges, along with the usual routine duties. They may sort incoming checks and assist in processing mail. They may also count, verify, and post armored car deposits; file checks; type bank checks, loan forms, and documents; prepare statements and currency receipts; and photograph records, using a microfilm machine.



**DENTAL HYGIENISTS (part-time)**

Dr. Otis Kittle, DDS  
415 Alturas Street, Suite 1  
Yuba City, CA 95991  
916/671-2080  
Attn: Renee Patterson / Office Manager  
Salary DOE. Call for more info or send resume. Assist doctor in administering anesthesia and perform general hygiene duties including cleaning teeth & roots, administering fluoride, and placing sealants. PT, 8-5 Mon-Thu. Busy, progressive, team-oriented general dentistry practice (established 10 yrs) is located in beautiful Sutter County. Must be friendly, outgoing, and have a CA dental hygienist license. X-ray & anesthesia certificate preferred. New graduates welcome. EOE

**DIRECTOR OF NURSING**

Red Bud Community Hospital  
P.O. Box 6720  
Clearlake, CA 95422  
707/994-6486  
Attn: Margaret Ward  
Competitive salary DOE, plus excellent benefits including vacation, holidays, sick leave, and medical/dental/vision & life insurance. Call for appt or send resume. Responsible for overall supervision of nursing staff. Full-time, hrs to be discussed at interview. 40-bed acute care facility, located in beautiful Lake County, offers great recreational opportunities including waterskiing, boating, and fishing. Must have a Master's in nursing and experience in administration, or a Baccalaureate degree in nursing and 2 yrs experience. EOE

If your accomplishments can best be illustrated in a portfolio, by all means create one... preferably *before* you need to use it for finding a job.

**FAMILY NURSE PRACTITIONER**

Jullinmah County  
Portland, OR 97204  
503/248-3674  
Attn: Arna Hubbard  
\$14,541-18,777/yr plus benefits. Call for more information. Work in primary care and school-based teen clinics. 40 hrs/wk. Requires Oregon family nurse practitioner certification, driver's license, and personal automobile availability. AA/EOE

**LAB TECHS**

We have openings for the following F/T positions:

- ♦ METAL FINISHING
- ♦ WAXING ♦ DENTURE SET-UP

We at Leo's Dental Lab expect our employees to be punctual, reliable, courteous, responsible, and friendly. We enjoy a good working relationship which creates a good working atmosphere.

To work in any dental lab you must be able to read, write, and speak English clearly. You need to be self-motivated and have the desire to improve yourself. You must also be flexible with the techniques used in our lab.

We offer: Excellent benefit package and competitive salary with a friendly atmosphere.

**Leo's Dental Lab**  
5161 Sobrante Ave, El Sobrante, CA 94804  
(415) 222-6858

**PHYSICAL THERAPIST**

For special children's clinic in Las Vegas, Nevada. Prefer pediatric experience. Must be registered and eligible for license here in Nevada.

For more information, call  
Karen Cummings at:  
**(702) 486-5223**

**NEVADA STATE GENETICS COORDINATOR**

This position, sponsored by the March of Dimes in Reno, is Nevada's liaison to the Pacific Southwest regional genetic network. Reqs Master's degree in nursing or B.S.N. & genetic experience.

For more information, call  
Lenore Cruz at:  
**(702) 885-4018**

**LVN**

Walnut Whitney Convalescent Hospital  
3529 Walnut Avenue  
Carmichael, CA 95608  
916/488-8601  
Attn: D.O.N.

Competitive salary DOE, plus option of per diem basis or full benefits package. Call for appt. Charge nurse duties include supervising NAs and treating patients. Full-time day shift. 126-bed SNF has a friendly, supportive nursing team. Requires Calif LVN license. Long-term care facility experience a plus, but not required. EOE

"My interest is in the future because I am going to spend the rest of my life there."  
—Charles F. Kettering

**LVN (PHLEBOTOMIST)**

Stockton Plasma Center  
246 East Church Street  
Stockton, CA 95203  
209/465-0284  
Attn: Anita Coleman or Norm Gray  
\$8/hr plus benefits (for full-time positions) including vacation, holidays, medical & dental ins, and credit union & savings plans. Call or come in & fill out an application; immediate employment possible! Duties include performing phlebotomies on donors. Full-time (7-4 Mon-Fri) or part-time positions available. Come join our well-established, automated plasma center. (Parent company is Miles Inc. - Cutter Biological Inc.) Requires Calif LVN license and CPR certificate. EOE

**LVN (PHLEBOTOMIST)**

Downtown Oakland Plasma Center  
536 20th Street  
Oakland, CA 94612  
415/834-4625  
Attn: Colleen or Ana  
\$8/hr plus benefits including vacation, holidays, medical/dental insurance, and credit union & savings plans. Call for appointment or apply in person. Join our well-established, automated plasma center (parent company is Miles Inc. - Cutter Biological Inc.). Immediate employment possible! Duties include performing phlebotomies on donors. Hrs 7-4 Mon-Fri. Requires Calif LVN license. EOE

**Tiburcio Vasquez Health Center**  
*is now seeking:*

- ♦ Medical Director
- ♦ Family Practice Physician

Both requiring licenses to practice medicine in the state of California. Board eligible/certified. Physician needs to be certified in Family Practice.



**Tiburcio Vasquez Health Center, Inc.**  
33255 Ninth Street  
Union City, CA 94587  
Attn: E. Picazo/Executive Dir.  
(415) 471-5907

**AUBURN FAITH COMMUNITY HOSPITAL**

This 102-bed acute care hospital is located in the beautiful Sierra foothills.

Currently seeking caring professionals to join our health care team:

**Registered Nurses**  
Positions available in all departments.

**Occupational Therapist**  
Full-time

**Respiratory Care Practitioner**  
Per diem

**Head Nurse - Operating Room**  
Full-time

Qualified candidates  
please contact Personnel:

**Auburn Faith Community Hospital**  
11815 Education Street  
Auburn, CA 95604  
(916) 885-7201 ext 721

**MEDICAL DENTAL AGENCY****MEDICAL RECEPTIONIST**

Medical-Dental Agency  
2600 J Street  
Sacramento, CA 95816  
916/446-7844  
Attn: Office  
\$1500/mo plus full benefits including paid vacation, holidays, sick leave, and medical/dental & life insurance after probationary period. Call for more information. Well-respected agency, established in 1957, is recruiting receptionists for all medical specialty practices. Greet clients, process insurance billing, schedule appts, and handle heavy phone workload. POSITIONS AVAILABLE THROUGHOUT SACRAMENTO AREA. Hrs 8:30-5 Mon-Fri. Requires some insurance billing experience and at least 2 yrs doctor's office exp. Must have a pleasant phone manner. Non-smoker preferred. EOE

An interview is a showcase for merchandizing your talents.

**MEDICAL TRANSCRIBER**

First Western Medical Group  
1816 Tribute Road, Suite 102  
Sacramento, CA 95815  
Attn: Darlene Maddox  
Negotiable salary DOE, plus vacation, sick leave, and medical/dental & life insurance after 3 mos. Send resume. Statewide industry leader in providing top-quality medical evaluations seeks an individual to supervise the transcription dept and transcribe for our Sacramento facility. Hrs 8-5 Mon-Fri. Must be detail-oriented and type accurately at 80 wpm. Req knowledge of medical terminology and familiarity with Word Perfect. Orthopedic background a plus. EOE M/F

**RN LVN****NURSING POSITIONS AVAILABLE**  
**ICU • CCU • MED SURG SURGERY • ER**

Full-time, part-time and per diem available on all shifts. 12-hour shift available for ICU, CCU & Med Surg.

Competitive Salary • Excellent Benefits.  
Current Calif license required.

**Colusa Hospital**

199 East Webster  
Colusa, CA 95932  
(916) 458-5821

Contact DON or Personnel  
EOE

**AIDS / MED-SURG UNIT****RNs / New Grads**

Sutter General Hospital Northern California's newest state-of-the-art facility, is now accepting applications for our newest addition:

**The AIDS / Med-Surg Unit**

RNs who value psycho-social needs in a med-surg setting & a comprehensive interdisciplinary team approach to patient care will appreciate our intention to create an AIDS unit that allows nurses to practice the art & science of nursing.

The AIDS Unit will focus on the special dynamics of the AIDS patients, their families & staff.

We are seeking RNs to share ideas for making this AIDS/Med-Surg Unit a committed expression of what is necessary and wanted by the staff & community.

Recent Med-Surg exp desired. New Grads will be considered. All shifts available (10-hr night shifts as well). Excellent salary & benefits.

For more information contact



**Maureen Robinson, RN**  
Nurse Recruiter

**Sutter General Hospital**

3000 "L" Street  
Sacramento, CA 95816  
EOE M/F/H

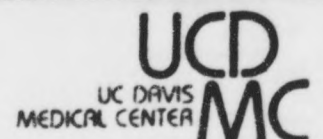
**Transcriptions, Ltd.****MEDICAL TRANSCRIPTIONIST**

Transcriptions, Ltd.  
Hayward, CA 94541  
415/537-4311  
Attn: Drinda  
Excellent income potential. Call for immediate consideration. If you are tired of the commute, need to be at home, or just want to be your own boss, here is your chance. Need very skilled transcriptionists who are highly motivated self-starters to transcribe medical reports at home. We pick up & deliver to your door. Full-time position. REQUIRES MINIMUM 3 YRS ACUTE CARE HOSPITAL MEDICAL TRANSCRIPTION EXPERIENCE. ALL SPECIALTIES.

When applying to a company, indicate an interest in a specific job or type of work. It's best to avoid saying, "I'll take anything."

**Transcriptions, Ltd.****MEDICAL TRANSCRIPTIONIST**

Transcriptions, Ltd.  
Hayward, CA 94541  
415/537-4311  
Attn: Drinda  
Evening/weekend differential adjustment period guarantee, plus full benefits. Call for immediate consideration. Make your move into the future. National company seeking experienced transcriptionists to transcribe medical records in our beautiful, new, East Bay offices. Excellent income potential for high-quality/quantity production. Full & part-time positions. MUST HAVE MINIMUM 2 YRS ACUTE CARE HOSPITAL MEDICAL RECORDS TRANSCRIPTION EXPERIENCE. WORD PROCESSOR PREFERRED.

**MONITOR WATCH TECHNICIANS (2)**

U.C. Davis Medical Center  
2525 Stockton Boulevard, Room 1021  
Sacramento, CA 95817  
Attn: Personnel Department  
Competitive salary. File by 2/3; postmark not accepted (please refer to job #87-89). Will be responsible for monitoring & interpreting EKG test results. Two 75% positions available. Qualifications include completion of a training course in EKG interpretation. Knowledge of and ability to use cardiac monitoring equipment desirable. AA/EOE Employer M/F/H

**NURSES' AIDE**

Rounseville Home Care  
1433 Webster Street, Suite 204  
Oakland, CA 94612  
415/763-6612  
Attn: Lois / Office Manager  
\$6/hr. Call for appt. Provide personal care including bathing, grooming, meal preparation, light housekeeping & shopping services; and accompany clients to medical appts. Our AIDS patients also need attendant care. Full or part-time (2, 4, 6, or 8-hr shifts); all shifts available. 24-hr nurses' registry serves the Oakland, Berkeley, San Leandro, Albany & El Cerrito areas. Requires min 1 yr experience as a nurses' or home health aide. Must have reliable transportation and be willing to work occasional weekends. EOE

**PATIENT SERVICES SUPERVISOR**

First Western Medical Group  
1816 Tribute Road, Suite 102  
Sacramento, CA 95815  
Attn: Darlene Maddox  
Salary DOE, plus excellent benefits. Send resume. Supervise all aspects of patient services department; coordinate services with other locations and do some patient histories. Hrs 8-5 Mon-Fri for statewide industry leader in providing top-quality medical evaluations. Must be detail-oriented and have excellent communication skills. Medical or legal experience preferred.

# The Best Health Care Services Depend Upon The Best Staff

Sutter Health is one of the largest health care providers in Northern California. Sutter Sacramento, an affiliate of Sutter Health, includes 677 bed acute care facilities located in Sacramento. Additionally, we have facilities in the communities of Davis, Vallejo, Novato, Crescent City, and Los Banos.

Boundless opportunities for health care and other professionals exist at our facilities. We believe that our human resources are our opportunity... our guarantee... for the future.



Please call  
1-800-544-8778  
or send your resume:  
3000 L Street, Suite 104  
Sacramento, CA 95816

**Sutter Health**

EOE/AA/M/F/H



# OFFICE MANAGER

First Western Medical Group  
1816 Tribute Road, Suite 102  
Sacramento, CA 95815  
Attn: Darlene Maddox

Salary DOE, plus excellent benefits. Send resume. Manage Sacramento branch office; responsible for monitoring budget & expenses, submitting financial data to home office, and overseeing total production of a staff of 12. Hrs 8-5 Mon-Fri. Statewide industry leader in providing top-quality medical evaluations requires a strong accounting background and an entrepreneurial spirit. Prefer BA in business (equivalent work experience will be considered) and medical management background. EOE

# PHYSICIAN'S ASSISTANT (part-time)

Sereysohon Medical Clinic  
2420 North California Street, Suite 1  
Stockton, CA 95204  
209/948-1020

Attn: Tong Vang / Office Manager  
Negotiable salary DOE. Call for appointment. Busy, family-oriented medical practice seeks individual to work with patients in the Sacramento office under supervision of the physician in charge; distribute & administer medication. PT, flexible hrs & days to be arranged. Must be a licensed nurse practitioner. RN/LVN license preferred. EOE

Good supervisors consider the opinions of everyone involved before reaching a decision.



# PROGRAM COUNSELOR

Fremont Nursing Center  
2171 Mowry Avenue  
Fremont, CA 94538  
415/793-8383

Attn: Betsy Donovan / Program Director  
\$5/hr plus excellent benefits. Send resume. 80-bed geriatric & psychiatric hospital seeks an entry-level activity leader to be responsible for leading recreational & educational activities which will include arts & crafts and music. Some resident documentation work. 40 flexible hrs/wk. Requires ability to work with convalescent & psychiatric patients. Must have good English speaking & reading skills. CDL, and be a team worker. EOE

# QUALITY ASSURANCE MANAGER

Red Bud Community Hospital  
P.O. Box 6720  
Clearlake, CA 95422  
707/994-6486 x129

Attn: Margaret Ward / Personnel Department  
Salary DOE, + xint bfts incl vacation, holidays, sick leave, and medical, dental, life & vision insurance. Call for appt or send resume. Function as utilization review coordinator, provide risk management services, and coordinate the pre-admission process. Full-time, Mon-Fri; hrs to be arranged. 40-bed acute care hospital is near a beautiful Northern CA recreational area offering waterskiing, fishing & boating. Requires Calif RN license; 1 yr experience in quality assurance, utilization review, and risk mgmt; and ability to relate to medical staff. EOE

No one can make you feel inadequate without your permission.

# RECEPTIONIST

Retinal Consultants  
6660 Coyle Avenue, Suite 330  
Carmichael, CA 95608  
Attn: Connie Noble

\$8.08/hr and up to start DOE, plus vacation, holidays, sick leave & medical ins after 3-month probationary period, and pension. Send resume. Register patients using computer, answer phones, and receive doctors' orders at the same time. Involves patient contact. Possible full-time, Mon-Fri (hrs to be discussed at interview). Growing, fast-paced, 5-physician retina specialty group requires minimum 1 yr experience in a multi-doctor practice. Must be people-oriented. EOE

# REHABILITATION NURSE

Crawford Health & Rehabilitation Services  
10411 Old Placerville Road, Suite 200  
Sacramento, CA 95827  
Attn: Branch Manager

Competitive salary plus excellent benefit package and company car. Send resume; no phone calls. National rehabilitation consulting firm seeks an RN to work with doctors, employers, and patients in the medical & vocational rehabilitation of disabled adults in the private rehab sector. Full-time. Requires RN license; minimum 3 yrs general nursing experience including orthopedics, occupational health, auditing & utilization review; excellent written & verbal communication skills. Insurance rehab knowledge helpful. EOE



# REHABILITATION SPECIALISTS (2)

Fremont Nursing Center  
2171 Mowry Avenue  
Fremont, CA 94538  
415/793-8383

Attn: Betsy Donovan / Program Director  
Negotiable salary plus excellent benefits. Send resume. 80-bed geriatric & psychiatric hospital seeks an individual to lead therapeutic groups, counsel patients, perform progress documentation, and work as part of a newly created special treatment program team. 40 flexible hrs/wk. Requires at least a 2-yr degree in psychology, physical therapy, or human services; ability & experience working with geriatric or psychiatric patients; and CDL.

# RN (day shift)

Care West - Manteca Rehabilitation Center  
410 Eastwood Avenue  
Manteca, CA 95336  
209/239-1222

Attn: Director of Nursing  
Competitive salary DOE, plus excellent benefits including vacation, holidays, health & dental insurance, credit union, and retirement plan. Call for appointment. Seeking RNs to join our professional, friendly, supportive nursing team. Treat patients and administer medications. Full-time day shift. 99-bed rehabilitation facility is centrally located in a growing community near the Bay Area. Requires Calif RN license and strong rehabilitation skills & experience. New grads encouraged to apply. EOE

Keep your personal problems out of the office.

# RN - CCU/ICU

Sonora Community Hospital  
One South Forest Road  
Sonoma, CA 95370  
209/532-3161 x246

Attn: Mary Lou  
Salary commensurate with experience, plus 15% shift differential. Excellent benefits include vacation, holidays, sick leave, and medical/dental & life insurance. Call for appointment. Seeking RNs to join our supportive nursing team. Full or part-time night shift, 11pm-7am. 156-bed acute care & convalescent hospital is located in the beautiful Sierra foothills. Must be a CA-licensed RN with 1 yr experience. EOE

# NURSING

**LVNs/RNs**  
**Earn \$2,336/MO.**

**Become a  
MEDICAL  
TECHNICAL  
ASSISTANT**

With the California Department of Corrections. Requirements:

- LVN or RN license or 1 year experience as a corpsman with proof of admission to LVN exam.
- High school diploma or GED
- U.S. Citizenship
- 21 years of age.
- No age maximum
- Excellent physical condition
- Normal hearing and vision
- No felony convictions or illicit drug usage

To apply call:

**(800) 622-WORK**

**APPLY  
TODAY!**



# Tellers Cash in on Banking Opportunities

Continued from page 11

# ENTRANCE REQUIREMENTS AND TRAINING:

Employers require that applicants have at least a high school education or its equivalent and be bondable. Applicants with cashiering or clerical and public contact experience are preferred. Tellers are selected from existing staff on the basis of supervisory recommendations and periodic evaluation. Commercial and high school courses such as business arithmetic, business law, bookkeeping, typing, speech, and the operation of office machines are helpful. Familiarity with data entry and/or data processing is desirable. Essential qualifications include good communication skills, a pleasant personality, tact, neatness, speed, a good memory, and the ability to handle details. Because of the nature of the work, confidentiality is necessary.

**ADVANCEMENT:** Most banks offer a programmed course of instruction that combines on-the-job training with classroom time. Training for new tellers may last from two weeks to six months or longer. New tellers are usually closely supervised by experienced tellers before they are allowed to work independently. Employers give constant on-the-job training to acquaint employees with current procedures and equipment. Employees are encouraged to further their education through outside studies. Completion of the AIB certificate requirements or an AA degree in banking and finance is recommended.

A "promotion from within" policy is followed by most banks and other institutions in promoting tellers. Advancement depends on length of experience, skill development, and the ability to handle responsibilities independently. In banks, the paying and receiving tellers may become chief, note, loan, or collection and exchange tellers. Tellers with potential are accepted in management training programs. Head tellers can promote to operations supervisor and then to assistant branch manager. The American Banking Association, the American Institute of Banking, and the Savings & Loan Institute also offer training courses to help employees of financial and thrift institutions increase their skills and knowledge and obtain promotional goals.

General information provided by the State of California  
Occupational Guide — Employment Development Dept.

# PSYCHOLOGIST

Two FT positions immediately available for Clinical Psychologists. The first is as a child therapist skilled in clinical assessment and brief treatment of younger children and their families. The second requires skill in a broad range of brief therapies appropriate to patients of all ages, and with a particular interest and competence in neuropsychological assessment. Both positions are in the multidisciplinary outpatient Department of Psychiatry. Competitive salary and xint benefits.

Resume and three letters of recommendation may be submitted to:

Kaiser Hospital, Personnel Dept  
2025 Morse Ave, Sacramento, CA 95825

*Good People. Good Medicine.*

EOE/AA M/F/H



KAISER PERMANENTE

# Registered Nurses

**Earn \$2,391 - \$3,092/Mo.**  
(Includes \$200/Mo. recruitment retention bonus)

**California  
Department  
of Corrections**

offers a challenging career with  
Job security & excellent benefits  
**Positions are available  
statewide!**  
(LVN positions also available)

**For employment  
information call us  
today!**

**(800) 622-WORK**



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**Staff  
Psychiatrists  
Physicians/  
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**Clinical  
Psychologists**

**HELP US  
MAKE A  
DIFFERENCE!**

The State of California Department of Corrections has statewide opportunities & outstanding benefits.

For Employment Information Call Today:



**(916) 739-2982**



**Come Join Us  
at Professional  
Elderly Care**

**We seek energetic, caring professionals for current openings in the following fields:**

- ♦ RNs
- ♦ LVNs
- ♦ CNAs
- ♦ Home Health Aides
- ♦ Dietician / Nutritionist
- ♦ Physical Therapists
- ♦ Occupational Therapists
- ♦ Speech Therapists
- ♦ Medical Social Worker

If you seek a challenging job opportunity with a quality health care employer, you are invited to call today. This is a career you can't pass up.

We offer flexible hours and days around your schedule and competitive salary & benefits.

Call for an appointment or send salary requirements to:

Attention: Jennifer  
P.O. Box 4013  
Citrus Heights, CA  
(916) 483-4961 or 483-4962



**RN - HEAD NURSE**

Kit Carson Convalescent  
811 Court Street  
Jackson, CA 95642  
209/223-2231  
Attn: Director of Nursing

Competitive salary (including pay differential for night shifts) plus complete benefits package including paid vacation, sick leave, and 7 holidays. Call for information. Join our 140-bed SNF. Newly expanded facility needs nurses to provide long & short-term care to patients of all ages. Full-time, day shift. We have a friendly staff and are located in a scenic, small-town, gold country community. Must have a current Calif RN license. Previous head nursing experience preferred, but not required.

## ARA LIVING CENTERS

**RN - RELIEF**

Driftwood Convalescent Hospital  
1850 East 8th Street  
Davis, CA 95618  
415/829-8100 (call collect)  
Attn: Karen Netherton

Competitive salary plus excellent benefits (depending on hrs) including vacation, holidays, sick leave, bonus pay, and medical & dental insurance. Call for appointment. Supervise nursing staff in this 124-bed SNF that is part of a large long-term care chain. Part-time position, days & weekends. Join our professional, team-oriented nursing staff! Requires Calif RN license. EOE

**RN / CASE MANAGER**

Community Adult Day Health Services Corp.  
1411 East 31st Street, Ward B2  
Oakland, CA 94602  
415/436-7702  
Attn: Barbara Gregory/Director or Kim

Competitive salary commensurate with exp + sick leave, vacation, holidays, and medical/dental ins. Call for more info and send resume. Provide & supervise all nursing & nursing-related svcs to center participants, and develop realistic short/long-term nursing goals in individualized treatment plans. Hrs 8:30-5 Mon-Fri. Private nonprofit corporation at Highland Hospital serves the disabled elderly. Requires RN license, public health nurse certificate, and minimum 1 yr supervisory & administrative exp. Experience working in a multicultural setting and with an interdisciplinary team a plus. EOE

Overweight job seekers spend an average of five more weeks pounding the pavement than their thin counterparts according to outplacement specialists Madeline and Robert Swain. Similarly, tall candidates have a four-week edge over short ones.

- Printing Impressions

**RN / LVN**

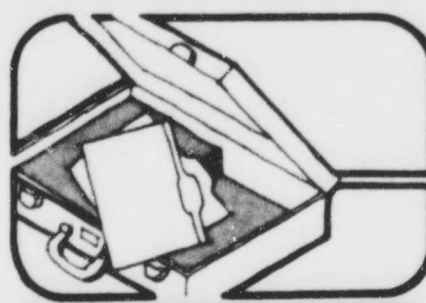
Mendocino Coast District Hospital  
700 River Drive  
Fort Bragg, CA 95437  
707/961-1234 x289  
Attn: Personnel Department

Competitive salaries plus excellent benefits. Call for information. Nursing positions available in OR, labor & delivery, med/surg, and ICU/CCU. Full & part-time positions available; varied shifts. Join our friendly, supportive nursing team at this 54-bed acute care unit, located on the beautiful Mendocino Coast. Must have a Calif RN or LVN license. EOE

**RN / LVN (night shift)**

Care West - Manteca Rehabilitation Center  
410 Eastwood Avenue  
Manteca, CA 95336  
209/239-1222  
Attn: Director of Nursing

Competitive salary DOE, plus excellent benefits including vacation, holidays, health & dental insurance, credit union, and retirement plan. Call for appointment. Seeking RNs or LVNs to join our friendly nursing team. Treat patients and administer medications. Full-time night shift, 11pm-7am. 99-bed rehabilitation facility, located in a growing, centrally located community near the Bay Area, has a professional, supportive nursing staff. Requires Calif RN/LVN license and strong rehabilitation skills & experience. New grads encouraged to apply. EOE



## Professional/Career

**CHILD CARE WORKER / NIGHT SUPERVISOR**

Stanford Home for Children  
4144 Winding Way  
Sacramento, CA 95841  
Attn: Office

\$950-1150/mo DOE, plus medical & dental benefits. Send resume, RTJJ. Supervise & oversee adolescents in the home, helping to create a therapeutic environment. This challenging position offers the opportunity to make a positive difference in the lives of abused & troubled teens. We are a small residential treatment center offering strong supervision and learning opportunities. 40 hrs/wk. Requires BA degree in social science/psychology and CCL.

"The world is filled with willing people; some willing to work, the rest willing to let them."

- Robert Frost

**ELIGIBILITY WORKER II (Journey-level)**

Solano County  
580 Texas Street  
Fairfield, CA 94533  
707/429-6321  
Attn: Personnel Department

\$18,688-22,716/yr plus benefits; advanced step placement commensurate with experience. Call for more information. Recruiting laterally for openings in AFDC/FS or Medi-Cal. Refer social service applicants & recipients to appropriate social work staff members. Full-time; four 10-hr days/week. Requires minimum 6 mos experience as an eligibility worker in a CA welfare agency. AA/EOE

**EMPLOYMENT SPECIALIST (part-time)**

California Job Journal  
2535 Capitol Oaks Drive, Suite 100  
Sacramento, CA 95833  
916/925-0800  
Attn: Human Resources Director

\$6.95/hr + xmt commission. Send resume & salary history. Thorough training prepares you to help employers with their hiring needs. Job sharing position: you and your partner will call new & existing clients in an industry specialty. Hrs 8-1 or 12:30-5 Mon-Fri. Largest independent recruitment ad publication has new offices in South Natomas. Prefer sales, personnel, or employment agency background, but will consider heavy phone exp. Looking for competitive people with a professional appearance, strong people skills, and good math, grammar & spelling. EOE H

**COUNSELOR**

- Adult Day Treatment Program
- BA Degree
- Experience working with the mentally ill
- \$19,652/annually
- Bilingual in Spanish preferred

**COUNSELOR (part-time)**

- Socialization program for mentally ill adults
- BA degree
- Experience working with the psychotic population
- \$9,826/annually
- Minorities encouraged to apply

\* Send resume to:

M. Barrington  
Rehabilitation Community Center  
2940 16th Street, Rm. 216  
San Francisco, CA 95103

**SOCIAL WORKER**

- Outpatient Mental Health Service
- Direct clinical work with adults and families
- Licensed or license eligible
- \$24,321-25,978/annually
- Minorities encouraged to apply

Send resume to:  
Bay View Hunters Point Foundation  
4301 3rd St, San Francisco, CA 94124  
Attn: Pat Thomas

**PERSONNEL ANALYST I / II**

El Dorado County  
330 Fairlane  
Placerville, CA 95667  
916/621-5565  
Attn: Personnel

\$22,440-27,310/yr (level I), \$25,548-31,032/yr (level II); plus county-paid PERS and xmt mgmt benefits. File required county application & supplemental questionnaire by 2/24. Perform a variety of duties such as classification & pay studies, grievance handling, and affirmative action; 1 position available 40 hrs/wk Mon-Fri. Both levels require any combination of education & experience equivalent to graduation from a 4-yr college, or equiv qualifying exp in personnel administration in a public or private agency. Level II also req at least 1 yr public personnel exp at the analyst level. EOE M/F/H

**REHABILITATION COUNSELOR**

Crawford Health & Rehabilitation Services  
10411 Old Placerville Road, Suite 200  
Sacramento, CA 95827  
Attn: Branch Manager

Competitive salary plus excellent benefits package and company car. Send resume; no phone calls. National rehabilitation consulting firm seeks a full-time vocational consultant for its Sacramento office to work with disabled adults in the private rehab sector. Requires master's degree in psychology, counseling, or related field; minimum 3 yrs experience including vocational counseling, evaluation, and rehab plan development & testimony; excellent written & verbal communication skills. Insurance rehab knowledge helpful. EOE

**SOCIAL WORKER**

Stanford Home for Children  
4144 Winding Way  
Sacramento, CA 95841  
Attn: Social Worker

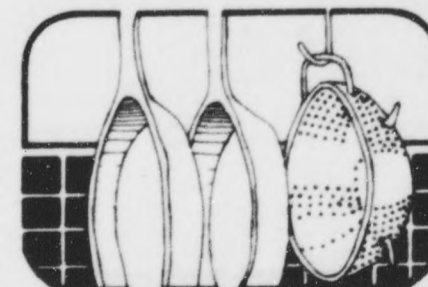
\$21,000-27,000+/yr DOE/DOQ, plus vacation, holidays, sick leave, and medical/dental insurance. Send resume, RTJJ. Duties include group & individual counseling and case management. Unique opportunity to grow in a challenging position with this small, established residential treatment program for troubled adolescents, in operation since 1900. 40 hrs/wk. Must be a LCSW or LCSW-qualified. EOE

If you work in an organization that consistently resists suggestions for improvements, maybe the time has come to seek employment elsewhere. In a hotly competitive and fast-changing business world, such an employer may not offer you the best opportunity for career growth.

**SOCIAL WORKER**

FamiliesFirst, Inc.  
502 Mace Boulevard, Suite 8  
Davis, CA 95616  
Attn: L. Nicholas

\$27,000/yr to start (licensed) plus full benefits package. Send resume. Growing psychiatric residential treatment program serving 6 severely emotionally disturbed adolescent boys seeks individual to handle responsibilities including staff supervision, training, case management, and family & play therapy. Full-time, Mon-Fri. Must be an energetic and capable team member with strong treatment planning, clinical & mgmt skills. Must be an LCSW and have (or be eligible for) MFCC license. EOE



## Restaurant/Hospitality

**ASSISTANT RESTAURANT MANAGER**

WOZZ Amusement Park  
Sun Garden Restaurant  
500 Orange Drive  
Vacaville, CA 95687  
707/446-3939  
Attn: Personnel

Salary DOE, plus benefits available. Call for more information or send resume. Successful candidate will be responsible for assisting in the supervision of service, hiring, training, and budgets for our restaurant. Full-time, flexible (open 9am-10pm, 7 days/wk). 140-seat quality-food restaurant, part of the WOZZ Amusement Park, has a full-service buffet and outdoor barbeque banquet. Requires knowledge in a wide variety of cuisine. Prefer management experience in a food service environment.

Put your goals in writing. It's one of the best ways to keep your time and energy focused.

**COCKTAIL SERVERS (part-time)**

Classic Juke Box  
8200-D Sierra College Boulevard  
Roseville, CA 95661  
916/791-2131  
Attn: Manager

Minimum hourly wage; benefits available. Apply in person between 5-8pm Mon-Fri. Serve beverages and assist with customer service during evenings and high-volume weekends. HEAD COCKTAIL SERVER POSITION ALSO AVAILABLE. 400-seat '50s & '60s-theme nightclub is an aggressive company with growth opportunities for ambitious people. PT evening hrs, Mon-Sat and Sun during special events. Must be personable & well-groomed. Experience preferred. EOE

## PUBLISHERS LIAISON

The largest independently-owned recruitment newspaper in the country is looking for a person with specialized skills to be our Publishers Liaison. Your primary responsibility will be to increase circulation of our bi-weekly supplement to newspapers in California. Other responsibilities include maintaining positive working relationships with existing network newspaper publishers and department managers, and working with Job Journal senior managers on special projects.

You must be able to work effectively in the constantly changing environment of a fast-growing entrepreneurial company. The ideal candidate will have a broad knowledge of the publishing industry, with emphasis on newspaper circulation and marketing. Must have strong communication and negotiating skills and perform assigned duties with minimum supervision.

We offer a complete benefit package and excellent working conditions in the South Natomas area of Sacramento. Salary is negotiable depending on qualifications and experience.

Please send your resume and complete salary history to:



Attn: Kathy Kellum  
2535 Capitol Oaks Dr, Suite 100  
Sacramento, CA 95833

## NA's / CNA's

Earn while you learn!

New certification classes forming for entry-level nurses aides at our Driftwood Davis facility.

Immediate positions also available for CNA's. Excellent benefits, vacation, and sick pay!

Call Karen Netherton  
Collect (415) 829-8100



## Psych Techs LVNs

All shifts  
— Per Diem —

Canyon Manor  
(415) 892-1628



## CREW PERSON

Wendy's Old Fashioned Hamburgers  
4447 Central Place  
Suisun City, CA 94533  
Attn: Donita / Manager

\$4.50/hr plus half-price meals. Apply in person between 2-4pm. Perform a variety of duties including cashiering, cooking on the grill, and working directly with customers. Full & part-time positions available between 7am-11pm; choose your own hours around school & activities! Located in Cordelia Junction, we have a friendly staff and a great working environment. Great potential for advancement! Must be at least 16 yrs old and have a positive, energetic attitude and desire to succeed.



## CREWMEMBER

Burger King  
7225 Greenhaven Drive  
Sacramento, CA 95831  
916/392-6145  
Attn: Manager

\$4.25/hr to start DOE; benefits package available. Apply in person Mon-Fri. Prepare food, cashier, operate drive-thru window, and perform janitorial duties. Full & part-time flexible day shifts to fit your schedule. Our restaurant has great working conditions, a friendly environment, and opportunities for advancement. Must be personable, motivated & energetic. Earn while you learn; on-the-job training provided! EOE

Don't cover old ground on a second job interview. Instead, offer new information about your ideas, experiences, and accomplishments.

## FOOD PREPARATIONIST / DELIVERY PERSON

Delectables  
1485 Franklin Street  
Santa Clara, CA 95050  
408/246-9422  
Attn: Irene Kimura / Owner

\$4.75-6.00/hr (PT or FT) DOE. One wk vacation & 4 holidays, also medical/dental/life insurance available after 1 yr FT. Call for appt ASAP (no resumes); RTJJ. Prepare, deliver and serve food to corporate centers for a young & growing caterer. Flexible hrs with emphasis on lunch-time services. Requires good communication skills and serving experience. A personable, team-oriented individual preferred. Must have CDL, DMV printout, and right to work.

## FOOD SERVICE AIDE (2, part-time)

City of Burbank  
275 East Olive Avenue  
Burbank, CA 91502  
818/953-9724  
Attn: Department of Personnel

\$6.46-7.87/hr (salary includes 7% city-paid PERS contribution) + benefits including vacation, holidays, sick & personal/administrative leave, cafeteria plan, and medicare coverage. File completed city application; RTJJ. Under supervision, perform simple kitchen duties and other related work as required. PT, 9am-1pm or 9:30am-1:30pm Mon-Fri (only individuals interested in working these hrs need apply). Must have physical capability to perform required duties. Valid class 3 CDL may be required. EOE

## GENERAL MANAGER

Jeremiah's Restaurant  
4241 Florin Road  
Sacramento, CA 95823  
916/392-4300  
Attn: Jim or Phil

\$6.75/hr to start (\$41,000/yr potential with advancement) + tips; xint bfts avail after 3mos. Apply in person with resume (2-4:30 Wed/Thu); RTJJ. Seeking someone with knowledge of broiler, fryer station, sauteing & some prep; and capable of stringent housekeeping, fast & efficient clean-up/closing; and moving into mgmt within 6 mos. FT, 5pm-closing (between 11-1) 5 days/wk. Strong, fast-growing company is known for internal promotions of quality employees. Req HS diploma/equiv, 2yrs line cook exp. Must be fast, dependable, clean-cut & intelligent. Supervisory exp and ability to relocate a plus.

## LINE COOKS

Carlos Murphy's Restaurant  
1801 Exposition Boulevard  
Sacramento, CA 95815  
916/924-3447  
Attn: Gary Ester

\$5+/hr DOE, plus medical insurance & vacation after 1 yr. Call for appointment or apply in person between 2-4pm. Unusually entertaining bar & restaurant offers challenging opportunities for leadership & growth. Prepare food for presentation. Full-time flexible hrs; choose from all shifts! Our extensive menu features Mexican favorites and other dishes including hickory-smoked ribs & chicken. At least 6 mos related experience is a plus, but not mandatory. If you're willing to learn and have a positive attitude, WE'LL TRAIN YOU!



## Kentucky Fried Chicken.

## RESTAURANT MANAGER

Kentucky Fried Chicken  
301 Georgia Street, Suite J  
Vallejo, CA 94590  
707/643-8841  
Attn: Mark

\$1500-2100/mo + bonus and full benefit package. Call for appointment or send resume. Responsible for complete operation of restaurant including hiring, inventory control, training, scheduling and supervision of a staff of 15-20 employees. Flexible schedule, approximately 50 hrs/wk. Positions available in Contra Costa & Solano Counties. Requires high school diploma or equivalent. Some college and/or experience preferred. Training program provided.

## TAKE-CHARGE NIGHT CHEF

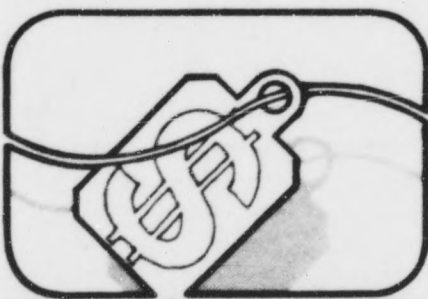
Alhambra Restaurant  
1310 Alhambra Boulevard  
Sacramento, CA 95816  
916/452-6624  
Attn: John K. or John B. / Managers

Negotiable salary DOE; benefits available (to be discussed). Call for appointment; RTJJ. Popular restaurant features a contemporary American menu in a bistro atmosphere and seeks a dinner chef to prepare specials and supervise kitchen employees. Full-time, 5 nights/wk. Must have saute & grill experience and be organized & energetic. EOE M/F/H/V

## WAITPERSON (2)

Pancake Circus  
2101 Broadway  
Sacramento, CA 95818  
Attn: Mike

\$4.25/hr plus tips, free meals, and vacation. Apply in person daily between 3-5pm ONLY (NO PHONE CALLS PLEASE). Expect to bus, wait, seat & pamper customers in this family-run operation. Full & part-time; approximately 32 hrs/wk (4 days) including some day & night shifts. Fast-paced, high-volume, standard coffee shop is NOT FOR BEGINNERS! Requires at least 5 yrs experience in a comparable house (does not include McDonalds, Burger King, or any fast-food operation). Looking for skilled, professional waitperson with a good memory, pleasant disposition, and ability to handle large volume.

Sales/  
Marketing

## ACTIVE SALES MANAGERS

Parker & Associates  
2510 J Street, Suite K  
Sacramento, CA 95816  
916/446-2254  
Attn: Rick Parker/Independent Distributor

\$4,000-10,000/mo potential based on 30-60% commission, + extensive training and car bonus. Call for more info; RTJJ. Assist in recruiting & training an expanding sales force and perform in-home demonstrations of appliances (no door-to-door sales or telemarketing involved). FT/PT; various hrs & days depending on need. One of the nation's largest sales organizations is currently expanding throughout Northern CA. Must be outgoing, energetic & hardworking. Previous sales exp +, however entry-level positions are avail. Good position for those with above-avg goals who want to earn what they are worth.

## BE PREPARED.

Do your "homework" about an industry... a company... its people...and its products.

## ADVERTISING SALES

Sacramento News & Review Newspaper  
2020 V Street  
Sacramento, CA 95818  
916/737-1234  
Attn: Laurie Waters

\$300-500/wk guarantee or 15% commission (whichever is greater) plus complete benefit package & employee stock option plan. Call or send resume. New weekly newspaper, coming to Sacramento in April, is looking for motivated & enthusiastic outside salespeople. Account executives will be involved on the ground floor, calling on a variety of businesses. FT position effective immediately. Requires some sales exp and a good knowledge of the Sacramento market.

## PennySaver

## ADVERTISING SALES REPRESENTATIVE

PennySaver  
11040 White Rock Road  
Rancho Cordova, CA 95670  
916/636-2200  
Attn: Lisa Updegraff

Guaranteed salary while building toward high commission earnings in excess of \$50,000/yr, plus medical/dental insurance and stock option plan. Call for appointment; RTJJ. Looking for exceptional salesperson to sell display advertising space in a protected territory for this weekly publication. Full-time, Mon-Fri. This is not a job; it's a career opportunity with a blue ribbon company that's going a long way...FAST. Advertising sales experience desired, but successful track record in outside sales will qualify.

Don't be concerned with what you haven't accomplished in the past — concentrate on making the rest of your life the best of your life.

## AREA MANAGERS (3)

Trillian Computer Corporation  
372 Turquoise Street  
Milpitas, CA 95035  
408/942-1791  
Attn: Ray Burchard / General Manager

\$15,000/yr + commission DOE. Send resume, cover letter, and salary history/reqs; RTJJ. Call on businesses, industry & government to generate leads and sell personal computer systems over the phone. Excellent opportunities for advancement. Full-time, flexible hrs Mon-Fri. 6-yr-old nationwide manufacturer of Trillian personal computers has 20 on staff. Requires min 3 yrs personal computer or electronic semi-conductor industry sales experience. Must be highly motivated, personable, and have a professional manner. EOE

## AUTO SALESPERSONS (4)

Don Murtos Chevrolet  
19490 Monterey Road  
Morgan Hill, CA 95037  
408/779-2136 or 225-1370  
Attn: Dennis Colburn

Up to 35% commission (\$1600/mo guaranteed salary or unlimited commission potential), plus gas allowance, demo plan, vacation, holiday and medical & dental benefits after 90 days. Call between 10-6 Mon-Fri for appt or more information. Send resume; RTJJ. Sell new & used cars. Full-time; 9-3:30 or 2:30-8:30, 6 days/wk (1 weekend off every 2 mos). South Bay's fastest growing auto dealership seeks outgoing, self-motivated US citizen. Requires straight sales experience, CDL & DMV printout. AA/EOE M/F/H/V

## AUTOMOTIVE SALESPERSON

Michael Automotive Center  
5737 North Blackstone Avenue  
Fresno, CA 93710  
209/268-7111  
Attn: Randy Skates / General Sales Mgr

\$1250/mo + commission; benefits include major medical, dental, and vision insurance. Call for appt or send resume; RTJJ. Sell new & used autos & light trucks at different auto lots. Hrs 8:30-6:00, 6 days/wk including weekends. Multi-location dealership for Cadillac, Volkswagen, Porsche, Audi, Mitsubishi, & Chevrolet. Requires salesperson license (available at local DMV). Must have CDL, DMV printout, and own transportation. Previous sales experience preferred. Training provided.

Sales  
Representatives

800-Software is one of the nation's largest and fastest-growing distributors of PC products in Northern California. We are looking for motivated, experienced, customer-oriented individuals to join our sales force.

Our compensation plan includes salary, commissions, and bonuses. We provide excellent benefits including health, dental, 401K, and a flexible benefit plan.

Please send resume to:

800-SOFTWARE

Personnel Director  
918 Parker Street  
Berkeley, CA 94710

We are an Equal Opportunity Employer

## How To Disagree Effectively

continued from page 7

A financial broker said, "If it's not a moral issue, I'm willing to do whatever is asked, but I won't — I can't — compromise my ethics for anyone. If people know that, they won't ask."

"Everyone has an ethical code," said another manager with a variety of job experience. "It may or may not be written in the corporate handbook, but you can read it in the daily decision-making pattern."

At one company, this manager found lying to vendors to be the norm. Before he was ever confronted or compromised, he went to his boss. "I notice it is common practice here to tell vendors that payments are coming when they are not," he said. "I have a personal ethic that prevents me from doing that. I want you to know up front so you won't unknowingly put me into a position where I can't do what you want."

Notice that the manager neither required the boss to change his ethics, nor apologized for his own. Conflicting ethics require communication, not confrontation. You are not telling the boss what his or her ethics should be. Changing the boss is not your responsibility. You are just communicating your own limitations and the reasons why. In this case, the manager was able to continue at his job and had several friendly opportunities to discuss values with the boss thereafter.

Richard Bolles, author of "What Color is Your Parachute?," was once approached by a friend who complained, "If I don't continue to juggle these inventories fraudulently, I'll lose my job."

Bolles' response was, "Your job is one part of your life, but your self-respect permeates all of your life."

## The Last Word

Bosses make decisions, but they cannot make good ones in an information vacuum. When you are in a position to see what your boss does not, communicate cooperation first, information second, and alternatives third. If possible, prepare in advance for disagreement, rehearsing appropriate words and building rapport with the boss. If his or her directives call for unreasonable sacrifice or compromise on your part, communicate your limitations as soon as possible. If you cannot comply with the final decision, for ethical reasons or otherwise, you should look for another position for the sake of everyone involved. Progress inevitably involves risk.

©1988, Don Michael McDonald

Don Michael McDonald is a management trainer and consultant in San Bernardino, California.

## CLERK / CASHIER

7-11  
2100 West Steele Lane  
Santa Rosa, CA 95401  
707/546-6999  
Attn: Pat / Store Manager

\$4.50/hr (during training); \$5/hr (after completion of training). Pick-up application at store. References are required & checked; RTJJ. Perform duties that include handling cash register, maintaining store, and stocking shelves for this busy, high-volume 24-hr location. Full & part-time; 11pm-7am 5 days/wk (to be arranged). 12-yr-old Southland franchise is the highest volume store in Santa Rosa and has 11 employees. Must be clean, neat, reliable, dependable, honest and willing to work hard and learn. Will train.

## MANAGER / ASSISTANT MANAGER - RETAIL

Caren Charles  
311 Sun Valley Mall  
Concord, CA 94520-5804  
415/671-2310  
Attn: Debbie South / District Manager

Salary DOE/DOQ, plus medical/dental insurance. Call for appt, send resume, or apply in person. Open & close store, train employees, examine merchandise, and oversee daily store activities for one of the nation's most progressive, rapidly expanding retailers of contemporary fashions for misses, sizes 4-18. If you are energetic, outgoing, and enjoy fashion sales, you should explore this fine position. Positions avail in the Sun Valley, Stoneridge & Hilltop mall locations. Retail background & mgmt exp desired. Xint career potential. 40 day hrs/wk; schedule to be discussed at interview. EOE M/F

CAREER  
SALES POSITION  
A Fortune 500 Company

Local direct sales position with a major corporation. We have a 20 year track record of achievement in a growth industry.

If you are a college graduate and qualify, you may share in a compensation and training program that are among the best nationally.

For long-term development with excellent advancement potential, please send your resume to:

Human Resource Department  
P.O. Box 15967  
Sacramento, CA 95852



## Beneficial

## MANAGER TRAINEE

Beneficial Management Corp. of America  
4900 Hopyard Road, Suite 200  
Pleasanton, CA 94566  
415/734-0212  
Attn: Human Resources Department

\$1300-1750/mo DOE, plus excellent benefits including vacation, holidays, sick leave, and medical/dental & life insurance. Send resume. Train 18-24 mos to manage a branch office with this national finance company. Deal directly with the public in a sales environment. Several positions open in Northern & Central CA. FT, Mon-Fri. Company has 100 offices in Northern CA and approximately 300 employees. Requires graduation from a 4-yr college, strong people skills, sales ability, and xint communication skills. Must be aggressive, outgoing, confident, friendly, and willing to relocate. AA/EOE



**OUTSIDE/INSIDE SALES (3)**

SunStructers Design Center  
275 Alma Drive  
Palo Alto, CA 94301  
415/325-9111  
Attn: Sharon or Ed / Operations Managers  
\$1500+/mo to start DOE or commission (depends on individual preference) + Kaiser medical ins after 60 days. Call between 9-3 for appt. RTJJ. Call on residential & commercial accounts to sell company products, perform measurements & price bidding, and provide assistance in design. FT, flexible hrs & days. 14-yr-old window & door mfg company specializes in in-house remodeling & retail sales, and has 7,000 sq ft of showroom & ofc space. Req technical construction knowledge. Must be energetic, aggressive, professional, friendly, and have good written/verbal skills & own car. Sales/customer service exp a plus. EOE

**ROOFING SALESPERSONS**

Wedge Roofing  
5 Casa Grande Road  
Petaluma, CA 94952  
415/897-6168  
Attn: Paul Norman / Manager  
\$25,000+/yr (commission only); medical/dental & vision ins after 6 mos. Call for appt. RTJJ. Roofing sales position, servicing private homes & builders; responsible for estimates, contracts & sales appts in Sonoma & Marin Counties. Some leads and ongoing training in sales & motivation provided. Travel required. FT flexible hrs & days. Company provides sales, telemarketing, carpentry & welding services. Must be personable, energetic, and highly motivated. Some sales exp helpful, but training program is provided to expand knowledge of roofing processes, prices & materials.

**Entermann's**  
SINCE 1898

**OROWEAT****ROUTE SALES REPRESENTATIVE**

Entermann's Oroweat, Inc.  
264 South Spruce Avenue  
South San Francisco, CA 94080  
415/952-7900  
Attn: Personnel Department  
Base salary plus commission and medical & dental insurance. Call for appointment or send resume. Take orders for bread, rolls, cake, and other sweet goods and deliver to retail outlets on a scheduled route. Full-time, Mon, Tue & Thu-Sat. Well-established bakery specializes in above items. Requires 2 yrs college or 3 yrs route sales experience, and CDL. EOE

**SALES COUNSELOR (3)**

Guardian Plans, Inc.  
San Jose, CA 95125  
408/279-6366  
Attn: Mr. Anderson / District Manager  
Avg earning up to \$2800/mo based on commission + medical/dental, life & disability ins. Call for appt. RTJJ. Market prearranged funeral plans by preset appointments and handle own paperwork. Leads provided. 40+ hrs/wk Mon-Fri. 25-yr-old Fortune 500 firm is the largest funeral company in the US. Requires CA life ins license. Must be self-motivated, able to support yourself while getting started, and have CDL. Familiarity with funeral industry preferred. Funeral director and sales exp helpful. Management exp and bilingual (Chinese, Philippine, Spanish, etc) skills desired. Must have right to work. EOE F

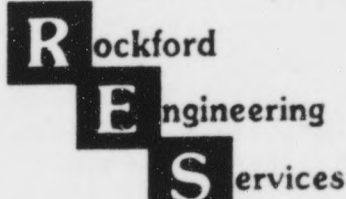
**SALES REPRESENTATIVE**

Remco  
13108 San Pablo Avenue  
San Pablo, CA 94806  
Attn: John Nolan / Regional Manager  
Up to \$8/hr to start DOE/DOQ, + bonus, 2wks paid vacation, paid holidays & sick leave, and health insurance after 90 days. The nation's leading TV & appliance rental company offers an exciting challenge with growth potential. Perform inside & outside sales, basic business admin duties, and make home deliveries & collections. Positions also in FAIRFIELD, CONCORD, STOCKTON & RENO. 45 hrs/wk including Sat. No experience necessary; will train.

It's not uncommon to spend one month of job searching for every \$10,000 per year you expect to earn.

**SALES REPRESENTATIVES**

Cal-X Fun Spas  
2389 Fair Oaks Boulevard  
Sacramento, CA 95825  
916/488-6622 x600  
Attn: Miss Kay  
Up to \$50,000/yr plus benefits. Call to apply. Cal-X pays you to have fun. We're a leader in one of the most exciting sales industries today. Sales and retail showroom experience preferred. Full & part-time positions in Concord, Fairfield, and Pleasanton.

**SALES/MARKETING REPRESENTATIVE**

Rockford Engineering Services, Inc.  
P.O. Box 543  
Sunol, CA 94586-0543  
415/862-2944  
Attn: Personnel Department  
Up to \$25,000/yr DOE, + xint bfts. Call for appt or send resume & salary history/reqs. Promote & telemarket svc line to electrical/electronics mfg companies; cultivate leads, create direct mail lists, maintain marketing & sales library, support production of marketing materials, and schedule projects. Hrs 8-5 Mon-Fri. Leading compliance testing lab (UL, CSA, TUV, VDE & EMT) is a profitable 5-yr-old firm. Requires 5+ yrs proven sales experience in hi-tech environment, attention to detail, ability to manage multiple priorities & projects, professional appearance. Desire dBASE III/Wordstar familiarity. EOE

**SALESPERSON**

Sweeney's Sport Store  
1601 Lincoln Avenue  
Napa, CA 94558  
707/255-5544  
Attn: Mike Sweeney / Owner  
Negotiable salary DOE, plus occasional incentive bonuses. Call for appointment or send resume. RTJJ. Responsible for selling & merchandizing fishing, hunting, camping & marine equipment. Full-time, flexible, 15-yr-old store sells a large volume of sporting goods. Requires retail sales experience. Must be friendly, personable, and very customer service-oriented.

**SALESPERSON (2)**

The Cabinet Company  
1310 Commerce Street  
Petaluma, CA 94952  
707/765-9767  
Attn: Jim Luby / Owner  
Commission only; up to \$4000/mo potential income, paid bi-weekly; medical benefits after 90 days. Call for appt. RTJJ. Call on residential contractors to sell cabinets for this 3-yr old manufacturing firm. Hrs 8-5, flexible days. CDL req. Sales and construction experience desirable. AA/EOE

**SALESPERSON (20)**

Ultimate Hookup and Cellular Services  
720 South 40th, #3  
Richmond, CA 94804  
415/233-3769  
Attn: Wilkens Owens / Owner  
Commission only; \$3000-12,000/month earning potential (\$350 bonus for every 5 phones sold). Send resume or call for appt. Training provided to sell cellular phones within a regional area; some travel. Flexible FT hrs. Cellular phone company with offices in Phoenix, AZ and Dallas, TX now expanding into California, with 5 new outlets from Campbell to Fairfield. Qualified salespeople with at least 1 yr experience and own transportation required. Must be articulate, energetic, and \$\$\$ motivated.

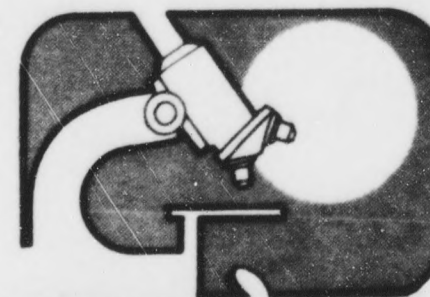
At interviews, always try to speak positively about previous job experiences. Instead of complaining (even if it is justified) about a previous employer, show that you know how to turn lemons into lemonade!

**TELEMARKETER - SALE'S**

Cal-X Fun Spas  
2389 Fair Oaks Boulevard  
Sacramento, CA 95825  
916/488-6622  
Attn: Miss Kay  
\$350+/wk in commission, plus great benefits. Call for more info & application procedure. Sell a needed service product to existing clients. Future management opportunities expected with growth in this dept. FT flexible shifts available, 11am-9pm Mon-Sat. Leading spa company has been in business for 36 yrs. Must have excellent telephone sales skills and 1 yr experience. EOE

**TELEMARKETING REPRESENTATIVES (6)**

Trillian Computer Corporation  
372 Turquoise Street  
Milpitas, CA 95035  
408/942-1791  
Attn: Ray Burchard / General Manager  
\$4.50/hr plus commission. Call for more information; RTJJ. Telephone within assigned areas throughout the US, promoting personal computers and work stations for potential sales follow-up by area managers. Entry-level position offers excellent advancement opportunities. FT Mon-Fri, hrs depend on assigned territory (West Coast area hrs are 8-5). National personal computer manufacturer has been in business 6 yrs. Must be punctual, self-assertive, able to follow through in duties, and have excellent phone voice & manners. Prefer HS graduate with PC knowledge. Prefer right to work.

**Science/Research****CYTOTECHNOLOGIST**

Central Diagnostic Laboratory  
18408 Oxnard Street  
Tarzana, CA 91356  
800/382-3322  
Attn: Brian / Personnel  
\$16-24/hr + 2 wks vacation, 10 holidays & 10 sick leave days/yr, and medical/dental & life ins after 3 mos. Send resume. RTJJ. Interpret lab smears for nation's largest independently owned clinical laboratory. Full-time position; flexible day & night shifts. \$100 million/yr reference laboratory works with doctors, clinics, and hospitals. Requires ASCP and/or CA certification as a cytotechnologist. Must have right to work. AA/EOE-M/F/V

"There is nothing permanent except change."  
—Henry David Thoreau

**SUPERVISING PUBLIC HEALTH MICROBIOLOGIST**

Marin County  
Civic Center, Room 416  
San Rafael, CA 94903  
415/499-6104  
Attn: Personnel Office  
\$2931-3551/mo plus benefits. Call for more information or apply in person; file by 2/17 (RESUMES NOT ACCEPTED IN LIEU OF STANDARD COUNTY APPLICATION). Direct & supervise staff & programs in the County public health laboratory, and perform microbiological tests & procedures. 40 hrs/wk. Mon-Fri. Requires BS degree in public health microbiology or bacteriology, 4 yrs microbiological experience, and a CA public health microbiologist certificate. AA/EOE

**Technician****ORGANIC SYNTHESIS TECHNICIAN**

ICI Americas Inc., a leading firm in Agricultural Chemical Research, has openings at its Western Research Center for a Chemical Research Technician in the Organic Synthesis Section.

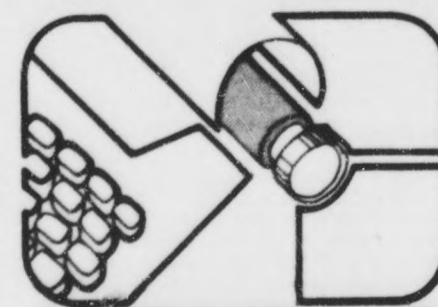
This position will require a strong background in Organic Chemistry. The ideal candidate will have an AS degree or 2 years of college, including one year of Organic Chemistry.

ICI Americas Inc. offers outstanding career opportunities and a competitive salary and benefits package. Qualified candidates are invited to submit resume to Maria Caro.

**ICI AMERICAS INC.**

1200 S. 47th Street  
Box 4023

Richmond, CA 94804-0023  
Equal Opportunity Employer M/F

**Secretarial/General Office****ADMINISTRATIVE CLERK III**

Yolo County  
Woodland, CA 95695  
916/666-8055  
Attn: Personnel Office  
\$15,600-18,960/yr plus PERS. Call for more info; apply by 2/17. Under direction, supervise daily administrative, clerical & accounting functions in a department or branch office. 40 hrs/wk Mon-Fri. Requires 3 yrs increasingly responsible clerical experience. AA/EOE

**CLERK TYPISTS (3-5)**

East Bay Regional Park District  
11500 Skyline Boulevard  
Oakland, CA 94619  
415/531-9300 x2600 or x2604  
Attn: Personnel

\$1836-1986/mo plus excellent benefits. Call for info and district app; file district app ONLY, to arrive by 5pm 2/17. Responsible for planning, prioritizing & performing difficult clerk tasks requiring xint typing, writing, math, office practices, and word processing skills; and producing professional-level correspondence/reports from rough draft or verbal instruction. We anticipate hiring at various East Bay area sites. 40 hrs/wk. Mon-Fri. Ideal qualifications: 2+ yrs experience in a fast-paced job with heavy phones and public contact. Above skills will be tested. AA/EOE

**CUSTOMER SERVICE - COUNTER**

Country Rental Center  
15721 Los Gatos Boulevard  
Los Gatos, CA 95030  
Attn: Mack / Branch Manager  
\$350/wk to start DOE, plus vacation, holidays, sick leave, and medical/dental ins after 90 days. No phone calls please. Apply in person. RTJJ. Fill out rental contracts, collect money, assist customers with information, and answer phones. Full-time flexible hrs (must be available weekends). Busy, fast-paced equipment company rents trucks, trailers, construction equipment, furniture & partyware, etc. Requires HS graduate, some retail or customer service experience, CDL, and DMV printout. Must be friendly, personable, and neat in appearance. Good math skills a plus. EOE

**DATA ENTRY / CLERK (part-time)**

California Job Journal  
2535 Capitol Oaks Drive, Suite 100  
Sacramento, CA 95833  
Attn: Kathy Kellum / Office Manager  
\$6-8/hr DOE. Send application or resume & cover letter. Working from prepared information, compose classified job listings on IBM-AT computer; and perform general clerical duties. 4-6hrs/day, 4days/wk Mon-Fri, flexible 2-9pm; with possibility of expanded hrs/days as workload increases. Growing recruitment publication has attractive, new offices (non-smoking) in South Natomas. Requires outstanding writing, proofreading & editing skills; excellent spelling, grammar & usage, and heavy typing/data entry exp (50 wpm). Must be accurate and able to handle detailed assignments. EOE

**WORD PROCESSING OPERATOR**

\$13,550-20,150/yr depending on exp

Individual will be responsible for transcription of recorded tapes and written correspondence using modern word processing equipment. One to three yrs of transcription exp is required along with a typing speed of 70 WPM. A good understanding of medical and legal terminology as well as grammar is expected.

The position includes a highly competitive salary and the opportunity for future growth and development in a progressive claims organization. We offer comprehensive major medical/HMO plans, dental ins, 401K savings plan, retirement plan and a generous holiday & vacation schedule.

**CIGNA P&C CO.**

11050 Olson Drive  
Rancho Cordova, CA 95670  
(916) 636-3731

Attn: Mr. Lee

EOE M/F/H/V



If you enjoy a competitive atmosphere and would like to be part of the largest and fastest-growing independent recruitment advertising publication in the country, we'd like to talk with you.

- \$14,400/yr salary plus commissions on sales. First-year earnings up to \$30,000. Excellent benefits after probation period, including employer-paid medical/dental insurance, paid holidays and paid vacation.
- Our thorough training program will prepare you to help employers with their recruitment advertising needs.
- As an employment specialist, you will contact employers to establish new accounts and service existing clients in a specific industry.
- Comfortable, new offices in the South Natomas area of Sacramento. Hours 8:00-5:00 Monday through Friday.
- Full-time positions require 3 yrs work experience. Prefer sales, customer service, or heavy telephone background. Strong people skills, professional appearance, good spelling & grammar, and math aptitude also necessary.
- We are an AA/EEO employer. Physically disabled and senior citizens are encouraged to apply.

Apply in writing with complete work and salary history to:

Human Resources, 2535 Capitol Oaks Drive, Suite 100, Sacramento, CA 95833

Join Our Team of Employment Specialists!





# THE HOME INSURANCE COMPANY

## EXECUTIVE SECRETARY

The Home Insurance Company  
10969 Trade Center Drive, #200  
Rancho Cordova, CA 95670  
Attn: Doretta Vazquez / Human Resources  
We offer an excellent salary & benefit package and a pleasant working environment. Send resume or complete application. Home Insurance Company, in operation since 1853, seeks an individual to be responsible for full secretarial & administrative functions of a responsible & confidential nature. Hrs 8-4:15 Mon-Fri. Requires ability to type 80 wpm and take shorthand at 100 wpm. Strong spelling/grammar and organizational skills a must. Word processing and Lotus 1-2-3 a plus. EOE M/F/H

## EXECUTIVE/ENGINEERING SECRETARY

Rockford Engineering Services, Inc.  
P.O. Box 543  
Sunol, CA 94586-0543  
415/862-2944 x25  
Attn: Personnel Department  
\$22,000+/yr to start DOE/DOQ, + xint bfts after 3mos. Call for appt/send resume. Report directly to the president. Prepare & compose technical reports/correspondence; interface with clients & enrgs; arrange travel; handle multiple secretary duties. Hrs 8-5 Mon-Fri. Rapidly growing EMI/product safety industry leader req WP/5+ yrs secretarial exp; 75 wpm typing; 80wpm shorthand; strong interpersonal skills. Must be personable, self-motivated, detail-oriented, well-organized, work with min supervision & have a professional appearance. College; telex/Wordstar familiarity; high-tech/Lotus 123/dBASE III/Macintosh exp +

Your "body language" says a lot about you during an employment interview. Relax and be yourself, but remember that slouching in the chair, chewing gum and smoking are definite turn-offs to many employers.

## INTERMEDIATE CLERK

Rancho Santiago College  
17th Street at Bristol  
Santa Ana, CA 92706  
714/667-3320  
Attn: Personnel

\$1044-1844/mo DOE/DOQ, plus excellent benefits including vacation, holidays, sick leave, and medical/dental, vision & life insurance. Call for district application, file by 2/23. Principal responsibilities include disseminating information, assisting student intake enrollment processes, and providing clerical support for counselors. Hrs 8-5 Mon-Fri. Community college serves approximately 29,000 students. Requires a combination of training & experience equivalent to HS graduation and 2 yrs clerical exp including typing (45 wpm) & proofreading. AA/EOE

## INTERMEDIATE CLERK (part-time)

Rancho Santiago College  
17th Street at Bristol  
Santa Ana, CA 92706  
714/667-3320  
Attn: Personnel

\$722-922/mo DOE/DOQ, plus excellent benefits including vacation, holidays, sick leave, and medical/dental, vision & life insurance. File district application and schedule typing test (given every Thu) by 3/2. Work in a print shop, operating a 9400 Xerox copier and performing some general office duties as assigned. 20 hrs/wk (to be arranged). Community college serves approximately 29,000 students. Requires training/experience equivalent to high school graduation, 2 yrs clerical exp, and 45 wpm typing (will be tested). AA/EOE

## Retirement Clerk

Sacramento County is currently recruiting for Retirement Clerk I/II.  
If you have 1 or more years of exp in accounting, bookkeeping, insurance claims processing or actuarial calculations, you are encouraged to apply. Applicants who successfully complete probation at Level I could expect to promote to Level II in 12-18 months after hire. If you are accepted for examination, you will be notified of a pre-exam counseling session.

Salary: Level I \$1347-1639/mo  
Level II \$1592-1953/mo

Applications must be obtained from Sacramento County Employment Office, 710 9th St, Sacramento, CA 95823. Completed applications must be received by the employment office no later than 5 pm on 3/2/89.

## OFFICE MANAGER

Classic Glass Company  
917 Water Street  
Santa Cruz, CA 95062  
408/426-3675

Attn: David Rasmussen / Owner  
\$12/hr DOE/DOQ + bfts (to be discussed). Call for info, apply in person, or send resume, refs & salary history/reqs: RTJJ. Oversee all office procedures including supervising 3-4 employees, writing reports, scheduling company jobs & personnel hrs, typing, and handling payroll & customer billing. Hrs 8-5 Mon-Fri. Established, growing firm, in business since the 1930s, installs glass in cars, houses, and offices. Req detail-oriented professional with good math, written & grammar skills, and ability to deal with public and meet deadlines. Prefer minimum 3 yrs office experience in the glass trade. EOE

## PBX OPERATOR

Watkins Johnson Company  
3333 Hillview Avenue  
Palo Alto, CA 94304  
415/493-4141

Attn: Jane Gabitass / Personnel Admin  
\$7/hr and up DOE, plus 2 wks vacation after 1 yr, 10 holidays, 10 days sick leave, profit sharing, Kaiser medical plan, and dental, vision & life insurance. Send resume, apply in person, or file employer application (no phone calls): RTJJ. 3000-employee company seeks individual to receive & relay internal/external telephone calls utilizing a computerized directory. Hrs 8-5 Mon-Fri plus possible overtime. Requires HS diploma and US citizenship. 1 or more yrs telephone operator exp preferred. Digital PBX exp desirable. AA/EOE M/F/H/V



# THE HOME INSURANCE COMPANY

## POLICY TYPIST

The Home Insurance Company  
10969 Trade Center Drive, #200  
Rancho Cordova, CA 95670

Attn: Doretta Vazquez / Human Resources  
We offer an excellent salary & benefit package and a pleasant working environment. Send resume or fill out application. Home Insurance Company, in operation since 1853, seeks an individual to type policies. Hrs 8-4:15 Mon-Fri. Must be able to type 50-55 wpm; at least 1 yr of office/clerical experience required. Insurance policy typing background preferred, but not essential. PC experience a plus. EOE M/F/H

## RECEPTIONIST / BENEFITS COORDINATOR

Valley Crest Tree Company  
P.O. Box 337  
Sunol, CA 94586  
415/862-2485

Attn: Darsi Jobin / Office Manager  
\$6-7.50/hr DOE, plus 1 wk vacation, 6 holidays, 3 days sick leave, and medical/dental & life ins. Call for appt or send resume: RTJJ. Answer 7-line telephone, prepare employment packages for newly hired individuals, and do light typing. Hrs 8-5 Mon-Fri. Expanding tree nursery is a subsidiary of a large corporation and offers training and potential for advancement. Must speak Spanish fluently and be able to translate memos. Req office experience and 40 wpm typing. Must be a fast learner with ability to handle interruptions. Right to work req.

## SALES COORDINATOR

Sacramento News & Review Newspaper  
2020 V Street  
Sacramento, CA 95818  
916/737-1234

Attn: Laurie Waters  
\$5.50-7.50/hr DOE, plus complete benefit package & employee stock option plan. Call or send resume. New weekly newspaper, coming to Sacramento in April, is looking for coordinator to support a 7-person sales staff. Duties include typing correspondence, proofreading, and ensuring a smooth flow of information through production. Hrs 8-5 Mon-Fri. This key position in a growing company is effective immediately. Must type 50 wpm and be able to communicate effectively over the phone with all types of clients. Knowledge of Macintosh preferred.

## OUCH....

It hurts when great jobs go unfilled. We have immediate permanent, long-term, and temporary positions.

- ◆ Data Entry ◆ Secretaries
- ◆ Receptionists/Typists
- ◆ Word Processors

NO FEES

CALTEMPS

Call Now!  
(916) 920-2333

## Price Waterhouse

### SECRETARY

Price Waterhouse  
1800 Harrison Street  
Oakland, CA 94612-3432  
415/464-8611

Attn: Pattie Williams / Office Manager  
\$22,000/yr and up DOE, + 80 hrs vacation & sick leave, medical/vision & life ins; and 401K plan after 1yr. Call for appt or send resume. Report to a senior manager and 2 other mgrs in a busy tax dept; deal directly with clients, make travel arrangements, and perform other secretarial duties. Hrs 8:30-5 Mon-Fri plus mandatory overtime when needed. Req HS diploma, 2 yrs secretarial exp, typing at 65 wpm, and Word Perfect PC exp. Must be a team player with good phone manners and a professional appearance. Dictaphone exp preferred, but not required. Secretarial schooling a plus. AA/EOE

### STENOGRAPHER CLERK III

Sacramento County Employment Office  
710 J Street  
Sacramento, CA 95814  
Attn: Personnel Office

\$1672-2032/mo, plus benefits. Apply in person by 3/3. Stenographer responsibilities include taking oral dictation, transcribing, and typing. 40 hrs/wk, Mon-Fri. Requires 1 yr clerical exp in Sacramento County service at the journey level, or 2 yrs secretarial or clerical exp taking oral dictation, transcribing & typing. Must be able to take oral dictation accurately at 90 wpm and type 45 wpm. Proof of typing and shorthand skills must be submitted with the application.

## Price Waterhouse

### TAX RETURN PROCESSOR (temporary, part-time)

Price Waterhouse  
1800 Harrison Street  
Oakland, CA 94612-3432  
415/464-8611

Attn: Pattie Williams / Office Manager  
\$8-9/hr DOE. Call for appt or send resume. Process tax returns and make copies using appropriate tax forms. PT, must work 4-8pm Mon-Fri; opportunity for FT available (4pm-midnight Mon-Fri). Position ends 4/15/89. National public accounting firm is over 100 yrs old and has 350 offices nationwide (25 in CA). Oakland office has a staff of 100. Must be a detail-oriented team player with a professional appearance. Current or former accounting student with knowledge of tax forms a plus, but will train. AA/EOE



# THE HOME INSURANCE COMPANY

## UNDERWRITING SECRETARY

The Home Insurance Company  
10969 Trade Center Drive, #200  
Rancho Cordova, CA 95670

Attn: Doretta Vazquez / Human Resources  
We offer an excellent salary & benefit package and a pleasant working environment. Send resume or fill out application. Home Insurance Company, in operation since 1853, seeks an individual to type correspondence, maintain files, and handle travel arrangements for 4 managers. Hrs 8-4:15 Mon-Fri. Must be able to type at least 50 wpm. Strong organizational skills required. PC experience a plus. EOE M/F/H

## PROJECT ENGINEER

\$50,604 - 68,316 / year  
(plus excellent fringe benefits, including employer-paid retirement)

LACTC is seeking a highly motivated individual with a broad knowledge of rail systems design & operations. The qualified individual will manage & coordinate engineering consultants to develop light rail systems specifications & design for all equipment elements and for directing plant inspection, field construction & testing of all systems.

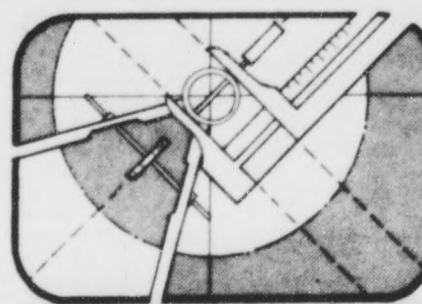
QUALIFICATIONS: B.A. (Master's degree preferred) with substantial transit authority or consultant exp in rail transit design, operations & maintenance, including design development, procurement & testing of light rail vehicles, tracks, power, signal & communication systems.

BENEFITS: 100% employer paid retirement plan, medical, dental, vision, life, SDI & LTD plans, 2 wks vacation, 12 sick days, 12 holidays, and a unique flex-work schedule.

HOW TO APPLY: Submit a typed resume with salary history and cover letter to:

Jose M. Mesa, Manager of Personnel  
Los Angeles County  
Transportation Commission  
403 W. Eighth Street, Suite 500  
Los Angeles, CA 90014

FLING DATE: Open until filled  
LACTC is an Equal Opportunity Employer



## Technical Engineering

### ASSISTANT CIVIL ENGINEER

County of Orange  
Hall of Administration  
10 Civic Center Plaza  
Santa Ana, CA 92701  
714/834-2844

Attn: Personnel Department  
\$2732-3493/mo + vacation, holidays, sick leave, medical insurance, and retirement plan. File county app and/or supplemental form (resumes not accepted in lieu of required app): RTJJ. Perform a variety of field & office professional civil engineering work, structural engr analysis of building plans for major structures, and specialized technical studies; and plan, design & review the construction of public works, traffic & transportation projects. Requires engr degree or Calif EIT certificate AND 1 yr civil engr exp subsequent to college graduation or receipt of EIT cert. AA M/F/H

### ASSISTANT CIVIL ENGINEER

Placer County  
377 Nevada Street  
Auburn, CA 95603  
916/823-4761

Attn: Personnel Office  
\$1153-1401 biweekly plus benefits. Apply in person or call by 2/14. Under direction, perform engineering work of average difficulty on diversified civil engineering projects and do related work as required. 40 hrs/wk, Mon-Fri. BS in civil engineering (engineer-in-training certificate acceptable) and 2 yrs professional civil engr experience required. AA/EOE

### ASSOCIATE CIVIL ENGINEER

Calaveras County  
Government Center  
San Andreas, CA 95249  
209/754-6303

Attn: Personnel Department  
\$2516-80-3059.33/mo plus excellent benefits/retirement package. Call for more information and application. Open until filled. Handle supervisory duties/project work for rural County Public Works Dept. Full-time position. Mon-Fri. Requires bachelor's degree in civil engineering, 5 yrs related experience, and valid CA registration as a Civil Engineer. AA/EOE

### ASTRONAUTICAL ENGINEER (2+)

Pacific American Launch Systems  
115 Constitution Drive  
Menlo Park, CA 94025  
Attn: Benjamin Lange

Negotiable salary DOE/DOQ, + 2 wks vacation, 9 holidays, 10 days sick leave/yr; medical & life ins avail. Send resume, RTJJ. Participate in the engineering design, construction & flight operations of a new launcher for small-to-medium satellites. Occasional travel to nearby military bases required. Hrs 8-5 Mon-Fri (flexible). Small, rapidly growing space launch vehicle development company requires at least a BS degree in mechanical, electrical, aeronautical, or astronautical engineering and US citizenship. EEO Employer

### CIVIL ENGINEER

County of Orange  
Hall of Administration  
10 Civic Center Plaza  
Santa Ana, CA 92701  
714/834-2844

Attn: Personnel Department  
\$2881-3881/mo + vacation, holidays, sick leave, medical insurance, and retirement plan. File county app and/or supplemental form (resumes not accepted in lieu of required app): RTJJ. Independently perform specialized & complex technical studies: plan, design & review construction of public works, transportation & traffic projects; and perform a variety of field & ofc professional civil engr work, structural engr analysis of building plans for major structures, and other duties. FT. Requires valid CA certificate of registration as a civil engineer. AA M/F/H

### CIVIL ENGINEER

City of Oxnard  
325 South A Street  
Oxnard, CA 93030  
805/984-4655

Attn: Personnel & Employee Relations  
\$3322-4053/mo + benefits including 7% PERS. Send resume, salary history, and completed app; RTJJ. Assist Public Works Dept in handling increased workload generated by strong developmental activities. Responsible for contract admin of all projects assigned, which may include the maintenance of complete & accurate project records, monthly progress pay estimates & status reports, change orders, and correspondence. FT. Req BS in civil engr, 3 yrs professional exp in public works contract admin, and registration as a professional civil engr in CA (or obtain certification within 1 yr of appt). AA/EOE

### CIVIL ENGINEER

City of Merced  
678 West 18th Street  
Merced, CA 95340  
209/385-6837

Attn: Personnel Department  
\$2159-3448/mo DOE, plus medical/dental, vision & life insurance and 7% PERS. Call for required city application. Work under the asst director of public works. Position will be filled at the senior, associate, or assistant level (depending on applicant's qualifications & experience). Hrs 8-5 Mon-Fri. Req bachelor's degree in civil engr and 4 yrs professional public works exp (senior level); BS in civil engr and 3 yrs engr exp (associate level); OR BS in civil engr and 1 yr engr exp (assistant level). Senior & associate levels also require CA certificate of registration as professional civil engr. AA/EOE

## Join A Winning Team

The City of Vacaville Invites Applications For

<b>Administrative Clerk</b> Three years experience, 55wpm. Final Filing Date: February 17, 1989.	<b>\$1490-1811/mo</b>
<b>Associate Civil Engineer</b> BS degree. Three years experience.	<b>\$3161-3842/mo</b>
<b>Assistant Civil Engineer or Junior Civil Engineer</b> BS degree or EIT + two years exp OR BS degree, EIT, or LSIT + two years exp.	<b>\$2824-3433/mo \$2400-2917/mo</b>
<b>Civil Engineering Assistant</b> AS degree. Four years experience.	<b>\$2400-2917/mo</b>
<b>Industrial Wastewater Inspector</b> One year experience in W.W. lab.	<b>\$2137-2597/mo</b>
<b>Maintenance Worker III</b> Two years electrical, heating, air plus one year general maintenance.	<b>\$1841-2237/mo</b>
<b>Wastewater Plant Operator I / II</b> Grade I Certificate + one year exp OR Grade II Certificate + two years exp.	<b>\$1984-2412/mo \$2137-2597/mo</b>

Note: All salaries are monthly plus 7% City-paid PERS. Engineer salaries are under study and may be completed by February 1, 1989.

Final Filing Date: February 26, 1989

To apply for the above positions call the 24-hour JOBLINE, (707) 449-5113 or apply in person at the Personnel Office, 650 Merchant St, Vacaville, CA 95688, M-F 8:30-5:00.



EOE M/F/H



Better than counting your years is to make all of your years count.

#### CIVIL ENGINEER I / II

Kern County  
1120 Golden State Avenue  
Bakersfield, CA 93301  
805/861-2195  
Attn: Personnel Department  
\$29,904-\$36,504/yr plus excellent benefits.  
Call or write for more information. Seeking an experienced civil engineer I/II to perform a wide variety of professional engineering duties in the planning department. Full-time, Mon-Fri. BS degree in civil engineering or land surveying, engineer-in-training certificate, or 2 yrs experience as engineering assistant required. Minorities are encouraged to apply.

**Stephen J. Short**  
& ASSOCIATES, INC.

#### ARCHITECTURE AND PLANNING

#### DRAFTSPERSON / JOB CAPTAIN

Stephen Short & Associates, Inc.  
2602-B Marconi Avenue  
Sacramento, CA 95821  
916/488-3795  
Attn: Mr. Delmendo  
Salary commensurate with experience, plus benefits. Call for appointment and send resume: RTJJ. Draftsperson will do production drawings under minimal supervision. Hrs 8-5 Mon-Fri. This firm does architectural working drawings. Requires 4-5 yrs exp with knowledge of Type 1. Must be familiar with Title 24.

#### INTERGRAPH OPERATOR

Tai Associates / Architects  
665 Chestnut Street  
San Francisco, CA 94133-2380  
Attn: Mike Fowler / Dir of Computer Svcs  
\$2500-3500/mo DOE, plus \$400/mo living expenses; full bfts immediately upon hire include moving costs. Send resume. Will temporarily relocate to Charlotte, NC to work as a consultant in the offices of a major civil engineering firm. After completing project (6-10 mos), return to the Bay Area to continue similar assignments for an established architectural firm. Full-time, 3rd-shift position begins immediately! Draw plans & mapping of water systems using an intergraph computer. Requires proficiency & minimum 1 yr experience with IGDS database software. DMRS database exp a plus. EOE

#### MANUFACTURING ENGINEER

Explosive Technology, Inc.  
P.O. Box KK  
Fairfield, CA 94533  
Attn: Kelly Solari  
Salary DOE, plus excellent benefit pkg including profit sharing, 401K plan, and relocation expenses if necessary. Call for appointment or send resume. Design and draft tooling & fixtures, work with in-plant machine shop & outside vendors for development, and train employees in use of fixtures (CAD/CAM not available). Hrs 8-5 Mon-Fri. Government contract firm manufactures explosive-actuated devices for the aerospace industry. Requires BS degree in mechanical engineering or related technical field and 4+ yrs exp in design of tooling & fixtures. AA/EOE M/F/H

"Character is not made in a crisis - it is only exhibited."  
-Robert Freeman



#### Miscellaneous

#### ACTIVIST

Acorn  
1800 1/2 L Street  
Sacramento, CA 95814  
916/447-7692  
Attn: Carol / Office Manager  
\$165-400/wk guaranteed base + commission, paid vacation & holidays, and medical ins. Call for more info (9am-noon). Looking for meaningful work? Help women, the poor, and minorities fight back on issues such as rape, discrimination & slum housing; canvass for national legislation. FT positions with this 18-yr-old nonprofit grass roots community organization also available in SAN JOSE. Hrs 1-10 Mon-Fri, plus 9-5 two Sats/mo. Must be articulate, politically motivated, and have good communication skills. Min 18 yrs of age preferred. EOE M/F/V

#### CAB DRIVERS

Monterey Yellow Cab  
623 Olympia  
Seaside, CA 93955  
408/646-1234  
Attn: Mary / Office Manager  
\$45 per shift plus medical insurance after 90 days. Apply in person: RTJJ. Full-time; 12-hr shifts, 5 days/wk plus overtime. Company, in business 40 yrs, is seeking safe drivers who are familiar with the Monterey area. Must be at least 23 yrs old, a HS graduate, have excellent verbal skills, be dependable, friendly, professional, responsible, and enjoy working with the public. Requires CDL, DMV printout, and US citizenship. AA/EOE

Utilize the power and contacts of your friends.

#### DRIVER / OWNER-OPERATORS (2)

Goldrush Express  
Professionals Serving Professionals  
761 Mabury Road, Unit 10-B  
San Jose, CA 95133  
408/437-7517  
Attn: Frank Dicker, Sr. / Owner  
\$7/hr (\$5 wage + \$2 mileage reimbursement) plus personal day program and dental ins. Call for more info/apply in person between 8-5 Mon-Fri; RTJJ. Pick up & deliver small parcels/documents on a route and/or express combination. Newly formed, expanding Bay Area courier svc seeks owner/operators for its San Jose & Santa Cruz offices. FT/PT; hrs 8:30-5 Mon-Fri (if FT). Req ability to read maps and communicate with Santa Clara businesses. Must have a professional attitude & appearance, CDL, DMV printout, and transportation. Prefer small truck with camper shell, but economical car accepted. EOE M/F/H/V

#### DRIVERS, join THE PROUD CROWD

Don Co. Carriers Inc. is currently extending their fleet and has a need for professional drivers to operate in 48 states.

- ★ Weekly settlements
- ★ Paid vacation after 1st year
- ★ Loading & unloading paid
- ★ Longevity bonus

Call Michelle Jones  
Monday - Friday  
(800) 334-9669

#### R.D.B.

is currently hiring  
Owner/Operators

3-axle tractor  
primarily pier work.

Call  
(415) 692-3191

#### FIGURE CONSULTANTS (8)

European Body Wrap  
2025 Gateway, Suite 102  
San Jose, CA 95110  
408/294-9404  
Attn: David MacDonalds / General Manager  
Commission only; earning potential of \$60/day or more, plus reduced rates on company's services. Apply in person or send resume: RTJJ. Sell memberships to clients, give consultation services, and perform European body wraps. FT, flexible hrs. Good advancement opportunities in national company subsidiary. Must have sales experience, enjoy working with people, and be energetic & outgoing; will train in consulting & wrapping. US citizenship and right to work required. EEO Employer

#### HAIRCUT STYLIST

Precision Cuts  
3206 Pacific Avenue  
Stockton, CA 95204  
209/463-3308  
Attn: Frances Toparo / Manager  
\$4.25+/hr DOE, plus medical insurance after 60 days. Call for appt: RTJJ. Cut & style hair for men, women & children on a full or part-time basis. Work up to 37 hrs/wk. Established 1 yr, salon is a part of a growing group of precision-cut hairstyling stores in the Valley. Must be personable individual with CA license, experience preferred.

There is never a right way to do a wrong thing.

#### INVENTORY SPECIALISTS (permanent PT)

Blue Chip Inventory Service, Inc.  
26291 Production Avenue  
Hayward, CA 94545  
415/783-9357  
Attn: Dave Luther / Branch Manager  
\$5/hr & up DOE. Call for more info or apply in person between 4-8pm Tue-Thu. One of CA's largest independent auditing services has been in operation 17 yrs and seeks individuals to take physical inventory of merchandise in retail stores around the Bay Area. PT; looking for individuals available evenings & weekends, but day shifts also avail. No experience necessary; will train. Must be dependable, detail-oriented, and have good basic math skills and own transportation to the office. 10-key calculator skills a plus. HOUSEWIVES & STUDENTS ENCOURAGED TO APPLY.

#### MODELS (20)

Love Industries  
2865 San Bruno Avenue  
San Francisco, CA 94134  
415/467-2792  
Attn: Joe Love / Owner  
Up to \$100/hr negotiable DOE. Call for appt. Fashion show modeling in major hotel ballrooms with audiences of 100-1000. Full & part-time positions with flexible hrs (shows are usually on Sundays). Company has its own line of women's fashions, cosmetics, and accessories. No experience necessary; petite to full-figured models needed. Must be attractive and have a good appearance.

#### NANNY

Helping Hands, Inc.  
P.O. Box 214834  
Sacramento, CA 95821  
916/481-7125  
Attn: Jodi Davis  
\$150-300/wk + room & board and airfare; benefits vary. Call between 6-9pm for more info. Attend to childcare needs on a daily basis for this nationally recognized leader in nanny placement since 1984. Hrs & days vary. Join our nanny network with over 800 placements throughout New York, Connecticut, New Jersey, and Boston. We offer the best choices in families & locations. Requires HS diploma (some college preferred), experience working with children, and a good driving record. Must be flexible, patient, love children, and have CDL. Swimming ability preferred. NO FEE TO APPLICANT. EOE

#### ROUTE SUPERVISOR

City of Culver City  
City Hall  
9770 Culver Boulevard  
Culver City, CA 90232-0507  
213/202-5751  
Attn: Personnel Office  
\$2314-2825/mo + benefits including 7% city-paid PERS. File city application form; RTJJ. Under direction, train & evaluate new bus drivers; assign drivers to routes, assuring coverage of all routes; monitor bus drivers for compliance w/ established assignments & scheduling policies; counsel drivers regarding rules & regulations; investigate accidents & complaints; prepare reports; maintain records, and enforce safety regulations. Req knowledge of state vehicle code & traffic regulations applicable to bus drivers, 3 yrs bus operator exp; completion of courses in supervision, and valid class 2 CDL. EOE M/F/H

#### UTILITY WORKER

Reliable Building Maintenance  
2992 Spring Street, Suite A  
Redwood City, CA 94063  
415/361-1720  
Attn: Bill Purviance / Operations Manager  
\$6+/hr DOE (negotiable) + bfts to be discussed. Call for appt or more info (have refs & salary history/reqs ready). Perform all phases of floor care including stripping, waxing, buffing, steam cleaning & extractions, carpet care, and other miscellaneous janitorial duties. Hrs 4:30pm-1:30am Mon-Fri. 10-yr-old company services residential, industrial & commercial buildings. Req 1-2 yrs exp in floor care, waxing, sealing, stripping, carpet cleaning, steam extractions, and rotary & bonnet buffing; and a personable, dependable professional with a CDL. Bilingual (Spanish) a +. US citizenship required. AA/EOE

#### YOUTH SPORTS OFFICIAL (seasonal)

City of Norwalk  
City Hall  
12700 Norwalk Boulevard  
Norwalk, CA 90650  
213/929-2677 x266  
Attn: Personnel Department, Room 17  
\$5.05/hr. File required city app; RTJJ. Help organize, conduct & supervise free play & team activities for children/adults on outdoor/indoor play areas; assist recreation leaders w/ special events & tournaments; and officiate & instruct games such as baseball, basketball, volleyball, softball, football, and track & field. PT. 15-20 hrs/wk during major sporting seasons. Requires knowledge of methods, practices & equipment used in recreation programs; rules & regulations governing the conduct & safety of persons using recreational facilities/equipment; and theory & principles of recreation programming. EOE

#### BUS OPERATOR TRAINEE \$7.16/hr

Four-week FT training period leads to PT jobs at \$8.81/hr. PT jobs can become FT. Pay range up to \$11.01/hr.

Local service areas: Pleasant Hill, Concord, Martinez, Clayton, Walnut Creek, Lafayette, Orinda, Moraga, Alamo, Danville, and San Ramon. Enjoyable, responsible outside work in high morale company. Flexible hours include Saturdays and some Sundays.

Take an interesting video test of your people skills in bus operator situations.

Women, Minorities, Retirees, and Semi-Retirees encouraged to apply

Reqs CDL and five years car, bus, or truck driving exp. Must pass Department of Transportation physical & alcohol/drug screen. Must get Class 2 driving permit to enter training.  
Apply in person, 9 am-4 pm, Mon-Fri. Bring DMV printout of your driving record (cost: \$1.00).

The County Connection

2477 Arnold Industrial Way  
Concord, CA

(Exit Port Chicago North from Highway 4. Take 1st street on left to top of hill.)

CCCTA complies with Fed/State employment laws.

#### Office of Statewide Health Planning & Development 1600 Ninth Street, Rm 435, Sacramento, CA 95814 (916) 323-2655



#### An Equal Opportunity Employer JOB OPPORTUNITY

The Office of Statewide Health Planning & Development is conducting open testing in the following positions:

#### Senior Electrical Engineer

\$3558 - 4293 / month

Final filing: 2/13/89

#### Senior Structural Engineer

\$3726 - 4505 / month

Continuous filing

#### Structural Engineer Associate

\$3091 - 3726 / month

Continuous filing

#### Associate Architect

\$3091 - 3726 / month

Final filing: 2/27/89

#### Compliance Officer

\$3393 - 4096 / month

Continuous filing

#### Health Analyst

\$1755 - 2086 / month

Final filing: 3/24/89

"An Affirmative Action Employer - Equal Opportunity To All Regardless Of Race, Color, Creed, National Origin, Ancestry, Sex, Marital Status, Disability, Religious Or Political Affiliation, Age, Or Sexual Orientation"

#### STATE OF CALIFORNIA, DEPARTMENT OF INDUSTRIAL RELATIONS SAFETY ENGINEER POSITIONS

Salary range \$3091-3726 APPLY NOW FOR JOBS AS:

#### ◆ Associate Safety Engineer ◆

Incumbents conduct the most difficult construction, electrical & industrial worker safety inspections, surveys, & accident investigations, and enforce Cal/OSHA regulations, applicable laws, and policies.

**MINIMUM QUALIFICATIONS:** Experience: The equivalent of either: (1) Two yrs exp as a safety engineer or safety consultant in the construction, electrical, or industrial disciplines, conducting safety inspections to identify hazards to worker safety and advise on their abatement in industrial or commercial establishments, government facilities, or construction sites; or (2) Three yrs of professional construction, electrical, or industrial engineering exp. Education: Equivalent to graduation from college with specialization in engineering or in a field directly related to occupational safety and health. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

#### ◆ Associate Safety Engineer (Elevators) ◆

Incumbents conduct safety surveys and investigate occupational safety & health complaints & accidents associated with elevators and other occupational safety & health-related disciplines.

**MINIMUM QUALIFICATIONS:** Experience: Either: (1) Two years of safety engineering experience in elevator work; or (2) Three years of professional elevator engineering exp. Education: Equivalent to graduation from college with specialization in engineering. (Additional qualifying exp may be substituted for the required education on a year-by-year basis.)

#### ◆ Associate Safety Engineer (Pressure Vessels) ◆

Incumbents conduct safety surveys and investigate occupational safety & health complaints and accidents associated with pressure vessels and other occupational safety & health-related disciplines.

**MINIMUM QUALIFICATIONS:** Same as Associate Safety Engineer (Elevators) but with engineering experience in pressure vessel work.

Applications are available at local offices of the Employment Development Dept, State Personnel Board office, and the Dept of Industrial Relations, Personnel Office, in San Francisco.

Applications may be filed in person or by mail with:

Department of Industrial Relations, Personnel Office  
525 Golden Gate Avenue, 7th Floor  
San Francisco, CA 94102-3284

Submit State application Standard Form 678 only to the address indicated above. Final Filing Date: February 23, 1989.  
For additional information or to request an examination bulletin, call the Dept of Industrial Relations, Personnel Office at (415) 557-0450.

The examination will consist of a qualifications appraisal interview only.

Positions exist with the Dept of Industrial Relations in various locations within the State.

THE STATE IS AN AFFIRMATIVE ACTION EQUAL OPPORTUNITY EMPLOYER

#### TRAVEL CAREERS

- 12-week course
- Financing available
- Job Placement Assistance
- Day and evening classes
- Airline computer training

#### TRAVEL WEST ACADEMY

Sacramento  
(916) 921-9010



## Career Opportunities

### BUSINESS MANAGER

Navy Officer Program  
1500 Broadway  
Oakland, CA 94612-2096  
415/452-2900  
Attn: Lt. Kit Wennersten / USN  
\$22,000/yr to start. \$35,000/yr after 4 yrs: bft package included. Relocation expenses paid. Call collect (from 9-3 Mon-Fri) for appt. After 10-mo training program, we offer college grads mgmt opportunities in the following fields: inventory, finance, petroleum, merchandising mgmt, logistics, purchasing, or operations research. Enjoy a challenging career in the Navy mgmt program with an opportunity for world-wide travel. Full-time; hrs unique to assignment. No exp required. To qualify you must be a US citizen, under 28 yrs of age, and be able to pass an aptitude test & physical exam.

Companies seeking management or executive employees generally look for some basic characteristics when interviewing candidates. They include: tough-mindedness, bottom-line orientation, dominant personality traits, intelligence, a drive to excel, enjoyment of competition, a sense of urgency, integrity, and the ability to communicate and listen.

### NAVY OFFICER PROGRAMS

The United States Navy  
1500 Broadway  
Oakland, CA 94612-2096  
415/452-2900  
Attn: Personnel  
Approximately \$23,500/yr to start. Call collect for more details. Apprehensive about committing yourself to military duty for 4 yrs? If so, the US Navy Officer Sea & Air Mariner (OSAM) Program might be a good alternative. OSAM officers have an active-duty commitment of ONLY 2 YEARS. Specialized fields in which OSAMs may qualify include: intelligence, cryptology, shipboard operations, aeronautical maintenance, business administration, aviation navigation, and civil engineering. The OSAM program is an option worth considering! AA/EOE M/F

## Too Late to Classify

### ASSISTANT MANAGER

The Old San Francisco Express  
4560 Central Way  
Suisun, CA 94585  
Attn: Personnel  
\$250-350/wk DOE/DOQ, plus 2 wks paid vacation and medical/dental benefits. Send resume, RTJJ. Supervise bar & restaurant support staff, handle in-house promotions, hire/fire & train new personnel, and order liquor & small goods. Approximately 50 hrs/wk (5 days). High volume, family-style restaurant (established in 1980) is expanding and looking for a self-motivated person with potential for advancement within 6 months. Prefer minimum 2-3 yrs restaurant and/or management experience, but will train. EOE

### ASSOCIATE CIVIL ENGINEER (OPERATIONS & MAINTENANCE)

City of West Sacramento  
P.O. Box 966  
West Sacramento, CA 95691  
Attn: Personnel Office  
\$2789-3405/mo + xint mgmt benefit package. To receive application & job flyer, send SASE indicating position. Send city application & resume to the above address by 5pm 3/20/89. No postmarks. Serves as assistant to Public Works Director. Responsible for operation & maintenance of City water, sewage, storm drain, and street systems. FT. Requires BA degree in civil engineering, valid CA certificate of registration as civil engineer, 5 yrs exp to include 3 yrs in public works/municipal operation and 2 yrs in supervisory role. AA/EOE

### AUTOMOTIVE BOOKKEEPER

Senator Ford  
3801 Florin Road  
Sacramento, CA 95823  
916/391-3000  
Attn: Mrs. Granby or Mrs. Lewis  
Competitive salary and benefits. Call (10-noon or 2-4pm) for more info or appt. Responsible for bookkeeping pertaining to a new car dealership. Full-time. Requires some dealership experience in DMV & accounts payable, and good work references. Must be bondable. Labor dispute is currently in progress. EOE

### CHILDREN'S CTR PERMIT TEACHERS/SUBS

San Juan Unified School District  
Child Development Office  
5309 Kenneth Avenue  
Carmichael, CA 95608  
916/971-7375  
Attn: Child Development Office  
\$6,757.80/hr DOE/DOQ; regular teachers receive medical/dental & vision insurance and retirement. Open until filled. Call for more information & application. Plan & implement a before & after-school program for children in grades K-6. District program operates at 58 sites and serves 3000 children. 2 full-time and 4 on-call positions. Mon-Fri; hrs may vary. Requires AA degree, children's center state permit (or eligibility for application), 24 ECE units, CDL, and transportation. Some exp with preschool & primary school-age children preferred. AA/EOE



### INSURANCE SALESPERSON

Farmers Insurance Group  
5713-D Marconi Avenue  
Carmichael, CA 95608  
916/482-2432  
Attn: Ron Jones / District Manager  
Earn 6-figure income your second yr in your own business. Call today for info. Like the marines, we are looking for a few good people. Set your own goals and plan your own future. If you're a hard worker & self-starter, there are no limits on your future. If you're successful now and want to be even more so while working in a professional environment, Farmers has a program for you. FT hrs & days (the time & energy you invest will determine your return). A college degree is an advantage, but not required. No insurance exp needed; we provide full training & assistance in establishing your client base.

A positive attitude can turn obstacles into opportunities!

### LN OR SH TEACHER

North Valley School  
1505 Victor Avenue  
Redding, CA 96003  
916/223-6733  
Attn: Peter Emmons / Director  
\$24,000/yr plus competitive benefits including medical ins. Send resume. Provide appropriate academic, vocational instruction & guidance in an individualized program for emotionally disturbed adolescents and supervise 2 instructional aides. 40 hrs/wk, 8-4. School for emotionally disturbed adolescents has 12 students per class. Out-of-state credential is acceptable if eligible for emergency. Candidate should have knowledge of reality therapy. AA/EOE

### LOAN OFFICERS (2)

American Suburban Mortgage Inc.  
7700 Edgewater Drive, Suite 600  
Oakland, CA 94621  
415/635-7400  
Attn: Henry L. Perkins / Branch Manager  
Generous commission split to high producers; medical/dental coverage after 90 days. Call for appt. Originate FHA, VA, and conventional loans with the help of an excellent support staff. Full-time, flexible hrs. 2-yr old company opened Oakland branch last year. Valid CA real estate license required. Must be aggressive and knowledgeable in real estate financing. Related experience in banks, credit unions, or savings & loans is acceptable. AA/EOE

### PRINTER

The Printing Press  
1414 East Harding Way  
Stockton, CA 95205  
209/465-5983  
Attn: Christina / Manager  
Good competitive salary plus paid vacation and medical/dental insurance. Call for more information or send resume. We are looking for the right person to join our family-oriented commercial quick-print shop. Run 1 or 2-color Roby presses. Full-time, Mon-Fri. Experience required. Company has been in business over 10 yrs and has 2 locations. Equal Opportunity Employer

## Qualified TRUCK DRIVERS

for 3-axle tractors with 45-foot vans to haul dairy products out of Stockton to Sacramento grocery stores. Must have:

- ♦ Class "A" chauffeur's license
- ♦ DMV printout

This is a union position with full benefit package.

Call or apply in person to:  
YOLO TRANSPORTATION  
3100 Patterson  
Riverbank, CA  
(800) 321-6864

by Phil Frank

The Smile File

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"The gem cannot be polished without friction, nor man perfected without trials."  
-Chinese Proverb

### PUBLIC HEALTH NURSE (temporary FT)

Solano County  
580 Texas Street  
Fairfield, CA 94533  
707/429-6321  
Attn: Noreen Ott / Personnel Department  
Excellent salary. Call for more information or apply in person. Current position available in the Child Health Disability Program (CHDP). 75% position from 2/15 through 5/8. Requires experience as a public health nurse. Child and pre-natal nursing exp highly desirable. AA/EOE

### SALES MANAGER

Spectrum Office Systems  
5710 Auburn Boulevard, #2  
Sacramento, CA 95841  
916/344-4444  
Attn: Rick Grider / General Manager  
Salary negotiable DOE, plus commission & override; full benefits package available. Call for appt. Promote & sell copiers and fax machines; supervise up to 5 salespeople. Enjoy the rewards of advancement opportunities. Hrs 8-5 Mon-Fri. Mid-size company offers 4 copier lines and 2 lines of facsimile machines. High-energy position requires leadership, training skills, and ability to motivate & develop associates. Experience with office machines preferred.

To Advertise Call  
(916) 925-0800

### SALES REPRESENTATIVES

Brown & Bigelow  
19850 Via Redonda  
Sonoma, CA 95370  
209/533-1652  
Attn: John Massara / District Manager  
Unlimited commission potential; excellent benefits available. Call for appt or send resume, RTJJ. Unlimited earning opportunities through established accounts and development of new business. Rapid advancement into management possible if qualified. Openings in Sacramento and surrounding areas. Flexible hrs with the world's largest producer of calendars, advertising, specialty items, and business gifts. Sales experience required. Comprehensive training provided.

## ROSEWAY INC.

is now hiring  
O.T.R. DRIVERS

Run 48 states with new or near new Peterbilts, Freightliners & KW's.

### Benefit package includes

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- ★ Vacation
- ★ Safety bonus
- ★ Fuel bonus
- ★ Layover pay
- ★ Tarp pay
- ★ Extra stop pay
- ★ Motels and more

22.5¢ to 34¢ per mile

Call Dixon California  
(916) 678-2301

or out of state  
(800) 545-7673

### SECURITY OFFICERS

Willmark Security, Inc.  
1822 Embarcadero Drive  
Oakland, CA 94606  
800/333-7710  
Attn: Personnel Department  
\$4,500/hr & up to start DOE & job site. + major medical ins after 90 days; uniforms provided. Apply in person. Provide uniformed vehicle and foot patrol at numerous fixed sites in the East Bay Area. FT, PT, or on-call; varied shifts available. Stable, fast-growing contract security firm offers great advancement potential to those interested in a security career. Req dependable transportation & telephone. Guard or military experience helpful, but will train. State guard registration desirable. EOE

Never use your company's stationery or postage meter to mail correspondence to prospective employers. Most would consider such misuse unethical and an indication of poor judgment.

### SOCIAL SERVICES WORKER III

Placer County  
377 Nevada Street, Room 505  
Auburn, CA 95603  
916/823-4761  
Attn: Personnel Office  
\$903.04-1097.65 bi-weekly plus benefits. Call for more info; file application by 2/17. Normally responsible for a select caseload of the more difficult cases and developing basic treatment plans. Supervisory consultations provided as needed. FT, 2nd-level journey position within the social service worker series. Req 1 yr exp in work COMPARABLE to that done by a Social Service Worker II in Placer County. AA/EOE

### VETERINARY TECHNICIAN

Sacramento Animal Medical Group  
4990 Manzanita Avenue  
Carmichael, CA 95608  
916/331-2059  
Attn: Debbie Baesel  
Salary commensurate with experience, plus vacation, holidays, sick leave, and profit sharing; medical insurance available. Call for more information. Large veterinary hospital specializing in small animals seeks an individual to assist doctor in surgery. Responsible for lab work, X-rays, and medicating animals. Hrs & days to be discussed at interview. Must be people-oriented. Veterinary technician exp and AHT license preferred, but not req. EOE

SCRABBLE

Contestants Wanted for TV Game Show

WIN  
CASH, CASH, CASH, CASH!

(Interviews to take place in the Los Angeles area)

Please call "SCRABBLE" at  
(213) 284-8644

For More Information

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FLIGHT ATTENDANT  
& CUSTOMER  
SERVICE AGENTS



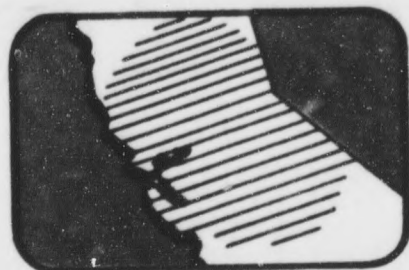
I.T.A., a leading airline career training center, will be selecting candidates to complete air travel career training in Fresno, California.

CALL FOR INFORMATION ON A  
SEMINAR IN YOUR AREA  
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Candidates should be willing to relocate to where the jobs are upon training completion.

International Travel Academy  
2048 North Fine, Fresno, California 93727 — (209) 251-0428





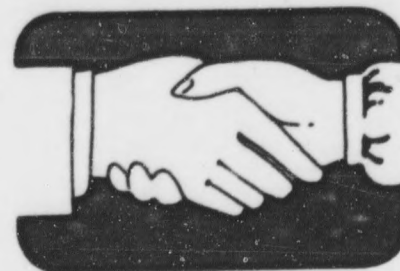
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candidate.**



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choice.**

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Whatever your recruitment advertising needs, California Job Journal is the right newspaper for the job. Our nearly 300,000 circulation gives you valuable local and regional coverage at a price substantially lower than traditional recruitment advertising methods.

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so you spend more time interviewing interested candidates, and less time sifting through stacks of applications. Every issue also contains articles and tips to help readers be more successful during their job search and more effective in their current position.

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